

PASSPORT REQUIREMENTS
IMPORTANT
PLEASE READ CAREFULLY

DRYDEN TOWN CLERK'S OFFICE
93 EAST MAIN STREET, DRYDEN, NY 13053
(607) 844-8888 option 3

BAMBI L. AVERY, TOWN CLERK
LEE ANN PARKER & LOREN SPARLING
DEPUTY TOWN CLERKS

ACCEPTANCE HOURS: 9:00 AM to 4:00 PM - MONDAY THROUGH FRIDAY

FEES: ***ROUTINE PROCESSING*** – USUALLY TAKES ABOUT 6-8 WEEKS

FEE TYPE	Passport Fee (NO CASH) CHECK OR MONEY ORDER ONLY Payable to <u>US Department of State</u>	Execution Fee CASH OR CHECK Payable to <u>Dryden Town Clerk</u>
Passport Book Age 16 and Over, DS-11	\$130	\$35
Passport Book Age 15 and Under, DS-11	\$100	\$35
Passport Card Age 16 and Over, DS-11	\$30	\$35*
Passport Card Age 15 and Under, DS-11	\$15	\$35

* The \$35 Execution Fee is not charged when adults 16 and over with fully valid passport books apply for the passport card using a DS-82 Form.

EXPEDITE PROCESSING – USUALLY TAKES ABOUT 2-3 WEEKS
AN ADDITIONAL **\$60.00** (1-2 day return delivery fee an additional \$19.53. Not valid for passport cards)

BRING TO OUR OFFICE ALONG WITH FEES AND APPLICATION:

- ☐ **PASSPORT PHOTO** – COLOR, 2" X 2", head size no smaller than 1" and no larger than 1 3/8", taken on white or off-white background. There must be at least 1/2" from the top of the head to the top of the photo.
Available at our office for a fee of \$10.00.
- ☐ **PROOF OF CITIZENSHIP – THIS DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION**
EITHER:
BIRTH CERTIFICATE: Must have a raised seal and filing date, certified by official custodian of the record (no hospital certificates). Parents' names must be listed on certified copy.
OR
PREVIOUS PASSPORT: (FOR APPLICANTS UNDER AGE 16 SEE NOTE BELOW)
OR
NATURALIZATION CERTIFICATE:
- ☐ **IDENTIFICATION** – Valid Driver's License, Previous Passport (if issued after 16th birthday and within the last 10 years), Current College I.D. Parents who are not U.S. citizens must present their foreign passport or their alien registration card as identification when signing for their children. Parents who are U.S. citizens can use their driver's license when signing for their children.

ALL APPLICANTS MUST APPEAR IN PERSON AND SIGN THE APPLICATION IN THE PRESENCE OF A PASSPORT AGENT. APPLICANTS AGED 16 TO 17 MUST HAVE ONE PARENT PRESENT TO SIGN FOR THEM. APPLICANTS UNDER AGE 16 MUST HAVE BOTH PARENTS APPEAR WITH THEIR IDENTIFICATION.

PLEASE READ THE APPLICATION FOR MORE DETAILED INSTRUCTIONS OR REFER TO THE WEBSITE WWW.TRAVEL.STATE.GOV