



Cheryl Dinolfo  
*County Clerk*

## HOW TO OBTAIN A PASSPORT BOOK OR A PASSPORT CARD

Passport applications may be obtained and processed in the Monroe County Clerk's Office, Room 101, County Office Building, 39 West Main Street, Rochester, NY 14614.

**Regardless of age, all applicants must appear at the time of application.**

In addition to the completed application form, the applicant will need to present the following at the time of processing:

### 1. Proof of Citizenship

**A Birth Certificate** is the most common form of proof of citizenship. The birth certificate (original or certified copy) must contain the following information:

- Full name of applicant (correct spelling)
- Date of birth
- Place of birth
- File or registration date (must be within a year of actual date of birth)
- Raised Seal or other official certification marking

**Hospital Certificates, Birth Notices or Birth Registrations cannot be accepted.**

Naturalization Papers or an old Passport can be used as proof of U. S. citizenship.

If the applicant was born in Monroe County, you can obtain a raised seal copy of your birth certificate by contacting the Office of Vital Records located at 111 Westfall Rd., Rochester, NY 14620. They can be reached at (585) 753-5141.

**NOTE: The above items in their original form must be submitted with the passport application. They will be returned with your passport.**

### 2. Proof of Identity

#### For age 18 and older

- valid U.S. driver's license, or
- valid U.S. non-driver photo ID (over age 65 only), or
- military ID, or
- INS Alien Registration Card (green card), or

**NOTE: Social Security cards, learner permits and Police ID cards are not acceptable proof of identity.**

#### For ages 16 to 17

Children ages 16 to 17 must be accompanied by a parent who can sign their passport application. The parent must present proof of identity in the form of a valid U.S. driver's license or non-driver photo ID, a military ID or an INS Alien Registration card.

If the last name on the parent's ID is different from the applicant, additional documentation will be required.

#### For under age 16

For children under the age of 16 either both parents or the legal guardians must also appear at the time of application. Both the parents or guardians must also:

- present evidence they are the child's parents or guardian through the long form of the child's birth certificate or original court order
- present proof of their own identity in the form of a valid U.S. driver license or non-driver photo ID, a military ID or an INS Alien Registration card
- sign and take an oath before the passport acceptance agent.

If a second parent is not available to sign, the appearing parent must do all of the above plus present evidence that he/she has sole legal custody or present written notarized consent from the other parent for the issuance of a passport or present a written notarized statement explaining why the absent parent's consent cannot be obtained.

### 3. Social Security Number

A Social Security number is required when applying for a passport. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS.

### 4. Two Identical Photos

Pictures must be 2" x 2" in size and must be color and on lightweight paper with a **white** background. Pictures must be recent, taken within six months prior to time of application. Photos are available in the Monroe County Clerk's Office for a fee of \$7.00 per set.

### 5. Fees

#### Passport Fee

Payment accepted in cash, check payable to the "U.S. Department of State", or by VISA or MasterCard. Applicants age 16 and older: \$75.00 for the passport book or \$25.00 for the passport card  
Applicants under the age of 16: \$60.00 for the passport book or \$10.00 for the passport card

#### Execution Fee

Payment accepted in cash, check payable to the "Monroe County Clerk", or by VISA or MasterCard.  
Each passport transaction: \$25.00

## Additional Passport Information

### Passport Processing Time

The processing time for passports is four to six weeks from time of application to time of return. The Monroe County Clerk's Office is only responsible for processing the passport application. You will receive your passport in the mail directly from the National Passport Center.

For more immediate travel needs, **Expedited Services** are available at an additional cost of \$60.00 per application. The processing time for an expedited passport is 10 to 15 business days. There are additional fees for urgent mailing or delivery service that must be arranged and paid for by the customer.

**NOTE: If you do not receive your passport within the time frame indicated above, please call the National Passport Information Center at 1-877-487-2778 (TDD 1-888-874-7793) or email them at [NPIC@state.gov](mailto:NPIC@state.gov).**

### Renewal by Mail

You may qualify to use the "Application for a US Passport by Mail" form (DS-82) if you can answer yes to the following questions:

- You can submit your most recent passport
- You were at least 16 years old when your most recent passport was issued
- Your most recent passport was issued less than 15 years ago
- You are using the same name that is on your most recent passport or you can submit a marriage certificate, divorce decree or court order showing a name change

The fee for renewing by mail is \$75.00, check or money order payable to "Department of State". You must also submit two new photos with your application. Mailing information is listed on the application.

### Passport Questions and Information

If you have questions or concerns, additional passport information is available on the Monroe County Clerk's Office website at [www.monroecounty.gov](http://www.monroecounty.gov).