

PASSPORT REQUIREMENTS

Hours

Monday – Friday 9:00 a.m. – 4:30 p.m.

Bring with You

- [2 passport approved photos](#)
- [Proof of Citizenship to be submitted with the application](#)
One of the following:
 - Birth Certificate with a raised seal & filing date (original municipal with seal) or a certified copy (no hospital certificates). For applicants under age 16, must have both parents' names on certified copy.
 - Previous Passport (for applicants under age 16 see below*)
 - Naturalization Certificate
- [Proof of Identity](#) – Valid driver's license, previous passport (if issued after 18th birthday and within the last 20 years), NYS non-driver's ID, 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.
- [Check or money order](#) for \$75 for adult regular service; under 16 years old, \$60. Please make payable to US Department of State.
- [A \\$25 execution fee for each application](#) is required. Cash or one check per family made payable to Madison County Clerk is acceptable.

***All applicants must appear in person. Children under 16 must be accompanied by both parents.**

Routine Processing usually takes 6-8 weeks.

Expedite processing usually takes about 2 to 3 weeks. An additional \$74.85 (\$60 expedite fee & \$14.85 express envelope) charge is added to the US Department of State check or money order. To speed mail delivery, you may also purchase express mail service from the post office. (express mail envelope and stamp \$17.50 for mailing back to you) and submit it to us at the time of application. This is the customer's responsibility to bring in with the application.

Applications are available here at our office or may be printed off the website www.travel.state.gov. This website also provides information as well.

Do not sign the application until you appear before us!!

