

## Passports

Applications are taken between 9:00 AM and 4:00 PM  
Summer hours 9:00 AM to 3:00 PM  
(effective July 13, 2010)

Complete application, but **DO NOT SIGN**

### **Passports are now required for all air travel to Mexico and Canada**

Please make sure ALL spaces are filled out such as 11041963 for a Birth date rather than 11 4 63.

### **Parent Information**

Parent's birth places should have both city/town and state.  
It is best to have birthdates as close as possible such as Sept 1916 (if not exact date) rather than a question mark.

Please redo the passport application if there are corrections. The state Department will not accept applications that have mark ups or whiteout.

2 Recent PASSPORT photos – we do not take photos, please have the photos with you when you come into our office.

Birth certificate with a raised seal (vital records) or proof of citizenship.

Hospital certificates **will not be** accepted.

The clerk's office **does not** have birth records. Please contact vital records from the state of birthplace or town clerk.

Valid drivers license (for identification)

We do not accept credit/debit cards for the State department fee or for the county fee

Age 16 and over	\$110.00 for <b>State Department</b> – check or Money order
	\$25.00 for <b>County Clerk</b> – cash or money order, no checks

Age 15 and under                      \$80.00 for **State Department** – check or  
Money order

\$25.00 for **County Clerk** – cash or  
money order

If departure is within 3 weeks, to ensure receipt of passport within the 3 weeks, **Expedited** service is an option for an **additional** \$60.00 and \$14.96 for the overnight stamps.

Children under the age of 16 will need to be present; along with **both parents** when applying for the passport. Parents will need to show photo ID.

Applicants age 16 and over must sign the application.

For persons wishing to renew a passport that was issued less than 15 years ago and if applicant was 16 years of age; a passport renewal form is available. The fee for a renewal form is \$110.00 paid directly to the U.S. Department of State or **pick up** the form at the Otsego County Clerk's office.

You can download the application from the website and for further information you can contact the U.S. Department of State at:

<http://www.travel.gov>

Once there, please click on folder for Travel and Business.

It is necessary for you to download the directions along with the application; the state department requires that the directions be submitted with the application.

Please see application for additional information and telephone numbers.