



Chenango County  
Mary C. Weidman, County Clerk

## INFORMATION GUIDE: PASSPORTS

### 1. What form do I use?

First time applicants or those who are renewing an old passport which was obtained before the applicants 16<sup>th</sup> birthday or those whose passport was issued more than 15 years ago **MUST** use form DSP-11 (beige/white). The form, following completion, can be processed by the County Clerk's Office.

For those renewing a passport that was obtained after the applicant's 16<sup>th</sup> birthday and issued less than 15 years ago, use form DSP-82 (light blue/white). This form must be completed and mailed to the Passport Center by the applicant.

### 2. What must I provide?

- official birth certificate with a raised, embossed or multicolored seal,  
or  
previous passport  
or  
original Naturalization or Citizenship Certificate
- government or state issued picture identification (i.e. Driver's License, Non-Driver's Photo ID card, military ID). Temporary or learner's licenses not accepted.
- two passport pictures (passport photos can be taken at the County Clerk's Office)
- applicant's social security number
- a check or money order (Check **MUST** be in the same last name as the applicant.)

For procedures regarding minors, see a passport clerk at the Office of the County Clerk.

### 3. How much does it cost and how do I make out my checks?

- a) The U.S. Department of State passport fees **must be paid by a check or money order**. The fees are:
- |                                |   |
|--------------------------------|---|
| Adults (age 16 years or older) | <b>\$110.00 for Passport Book</b> (Add an additional \$30.00 for Card.) |
| Minors (under 16 years)        | <b>\$ 80.00 for Passport Book</b> (Add an additional \$15.00 for Card.) |
- Make checks or money order payable to: U. S. Department of State.**
- b) The County Clerk processing fee is **\$25.00 per applicant** and applies to those passport applications processed by our Office. The local execution fees are payable in cash or by check made payable to **Chenango County Clerk**.

**4. When will I receive my passport?**

Passports are processed at one of the many Passport centers located throughout the country. Your passport will usually be forwarded to you by one of these centers within approximately 4 to 6 weeks.

**5. What if I need my passport sooner than 4 to 6 weeks?**

**New Applicants (DSP-11)** – If you will be traveling in under 4 weeks, your passport will still be processed and mailed by the County Clerk’s office; however, we recommend that you supply a prepaid U.S. Post Office Express Mail envelop to mail your passport to Passport Services. You can add \$14.85, per application, so the Passport Center can return it to you by overnight delivery. **You will also pay an expedite fee of \$60.00 to get your passport within about 2 weeks.** These fees are to be added to your check that is payable to *U.S. Department of State*.

**Renewals (DSP-82)** – Renewal applicants must be completed by the applicant and express mailed to the address listed on the backside of the application. Again, include the expedite fee and postage.

**Sooner than 14 days?** For both new and renewal applicants, you need to use the “Expedite Service” (\$60 extra charge per applicant). To qualify for this service, you will be required to appear 2 weeks or less before travel with proof of travel (i.e. airline tickets), bring *all the items in #2* and report to one of the Passport Offices located in Boston, Massachusetts (phone 617-878-0900), Stamford, Connecticut (phone 203-969-9000), or New York City (phone 212-206-3500), to schedule an appointment. Special time lines must be addressed with the County Clerk’s Office or Passport Services.

**6. What if I want to check the status of my application?**

**New applications and Renewals** – call toll free 1-877-487-2778. You can also check on-line at [travel.state.gov](http://travel.state.gov).

**7. Where can I get my pictures taken?**

The Chenango County Clerk’s Office takes passport photos. Pictures can also be taken at local locations offering “official passport pictures.” Please remember that passport pictures must meet strict requirements.

**8. Will the documents (old passport, naturalization or birth certificate) I submitted with my application be returned to me?**

Yes, with the exception of the special affidavits specifically created for the passport application. (Mutilated/damaged passports will not be returned.) (As a precaution, it is suggested you apply a post-it note to your old passport book that says, “Please return.”)

**9. When will my passport expire?**

An adult’s passport is valid for 10 years. A minor’s passport is valid for 5 years.

**10. Where can I get a money order?**

Money orders can be obtained from banks, the U.S. Post Office, or local convenience stores. Several of these establishments are located within walking distance to the Chenango County Clerk’s Office.

**11. How do I get my birth certificate?**

Birth certificates can be obtained at the Town/City Clerk in the location where the birth took place.

**For births in New York State, but outside New York City ....** (518) 474-3075

**For births in New York State, but in New York City.....** (212) 788-4520

**Fax forms (by VitalChek) are available in the County Clerk’s Office.**

**12. Who should I call if I need more information?**

Mary C. Weidman

Phone (607) 337-1450

Office Hours:

Chenango County Clerk

Monday through Friday

5 Court Street Norwich, New York 13815

8:30 A.M. to 5:00 P.M