



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 16th birthday or those whose passport was issued more than 15 years ago **MUST** use form DS-11 (beige/white). The form, following completion, can be processed by the County Clerk's Office.

For those renewing a passport that was issued after the applicant's 16th birthday and issued less than 15 years ago, use form DS-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 (must include parent's names) 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.
- passport pictures which meet specific criteria (passport photos can be taken at 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) **\$110.00 for Passport Book** (Add an additional \$30.00 for Passport Card.)
Minors (under 16 years) **\$80.00 for Passport Book** (Add an additional \$15.00 for Passport 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 (DS-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, **you may choose to pay an Expedite Fee of \$60.00 to receive your passport within about 3 weeks.** We recommend that you supply a prepaid U.S. Post Office Express Mail envelope to mail your application to Passport Services. You can also add overnight return delivery of your passport from the Passport Center for a fee of \$14.85 per application. Overnight return delivery is not available for passport cards. These fees are payable to **U.S. Department of State.**

Renewals (DS-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 will 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) at one of the Passport Agencies located in Boston, MA; Stamford, CT; Buffalo, NY (no proof of travel required); or New York City. Please call 1-877-487-2778 to schedule an appointment. All of the items listed in section 2 will be required for your 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.

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

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

Mary C. Weidman
Chenango County Clerk
5 Court Street Norwich, NY 13815

Phone: (607) 337-1450

Office Hours:
Monday through Friday
8:30 A.M. to 5:00 P.M

You may also visit travel.state.gov for additional passport and travel document information.