

BASIC PASSPORT BOOK AND /OR CARD REQUIREMENTS

Town Clerk's Office Hours:
(518) 674-2026 Ext. 22

9:00AM – 3:30 PM Monday - Friday
5:00PM – 6:30 PM Wednesday
9:00AM – 11:30 PM Saturday

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING PASSPORTS!

PASSPORT BOOK – Is good to travel anywhere in the world.

PASSPORT CARD – Can ONLY be used for land and sea travel between the United States and Canada, Mexico, Bermuda, and the Caribbean.

Passport Services National Service Commitment state that customers will receive their passport within **(30) BUSINESS DAYS** from receipt of completed applications from Passport Agencies, **Expedited Service** customers will receive their passport within approximately **(3) WEEKS** from receipt of completed application from Passport Agencies.

FEES:

1. For all persons **16** years or older, a **10 year passport** will be issued. A **\$110.00** for Book and/or \$30.00 for **Card** check or money order, only made payable to U.S. Department of State is required. Cash **WILL NOT** be accepted All applicants including **Minor Children** must appear in person. All applicants 16 years or older must sign the application in our presence.
2. For all persons under **16** years, a **5 year passport** will be issued. A **\$80.00 FOR Book and/or \$15.00 for CARD** check or money order, only made payable to U. S. Department of State is required. Cash **WILL NOT** be accepted. Please note that there will be a \$25.00 fee assessed by Passport Services for any returned checks.
3. All applicants, regardless of age, must pay a **\$25.00** processing fee. Cash or check made payable to **Town of Sand Lake**.
4. **EXPEDITED SERVICE** – A **\$60.00** additional fee for this service plus **EXPRESS MAIL** envelope fee of **\$14.96** for **OVERNIGHT DELIVERY SERVICE**. **TOTAL TO U.S. DEPT. OF STATE FOR (16 & OVER = \$149.96 & UNDER 16 YRS = \$134.96)**. **NO OVERNIGHT DELIVERY SERVICE FOR CARDS.**

To process your passport application you must have:

1. **Fees** as stated above.
2. **Two passport photos.** (Black and white or color with a light background. Photos must be 2" x 2" and be identical, with a head size no smaller than 1" and no larger than 1 3/8".) **Town Clerk's Office is available to take Photos for nominal fee.**

3. **One of the following:**
A state or municipal **Birth Certificate** with a raised seal and filing date, certified by the official custodian of the record. No hospital certificates will be accepted.
A previous **U. S. Passport.(ADULTS ONLY)**
Certificate of Naturalization
4. **Identification:**
A current **Driver's License** or valid passport **or**
Affidavit of Identifying Witness. (Please ask the agent for more information.)

U.S. Birth Certificate

A birth certificate is primary evidence of U. S. Citizenship for an application born in the United States. To be acceptable, a birth certificate must show the following:

1. Name of child (including given name)
2. Date of birth
3. Place of birth
4. File date (should be within 1 year of the date of birth)
5. Authorized seal of the registrar's office (Seal may be raised, embossed, impressed or multicolored.)

Every state, city or town now issues birth certificates with all of the characteristics listed above. No exceptions will be made for applicants.

Unacceptable evidence of Citizenship

1. Hospital Certificates
2. Baptismal Certificates
3. Notification of Birth
4. U. S. Census Records

Passport Photos may be obtained from:

1. Any AAA Office
2. Hannaford
3. Walmart
4. DeLa Cruz Photo Imaging Lab

You may also check the yellow pages under Photographers-Passports.

For further information regarding Expedited Passports, or if you have any other concerns, please contact the Sand Lake Town Clerk's office.

Have a safe trip!