

PASSPORT REQUIREMENTS

IMPORTANT

PLEASE READ CAREFULLY

TOMPKINS COUNTY CLERK'S OFFICE
320 N. TIOGA STREET
ITHACA, NY 14850
(607) 274-5431

MAUREEN REYNOLDS
COUNTY CLERK
ALANNA CONGDON
EXECUTIVE DEPUTY COUNTY CLERK

HOURS: 9:00 AM TO 4:00 PM MONDAY THROUGH THURSDAY (CLOSED FROM 12:00 PM TO 1:00 PM)
9:00 AM TO 3:00 PM FRIDAY (CLOSED FROM 12:00 PM TO 1:00 PM)
NO WEEKEND HOURS

FEES:

ROUTINE PROCESSING - For the most current processing times, please check this website:

<https://travel.state.gov/content/travel/en/passports.html>

16 YEARS AND OLDER - \$110.00 MUST BE CHECK OR MONEY ORDER (NO CASH)
YOUNGER THAN 16 - \$80.00 MUST BE CHECK OR MONEY ORDER (NO CASH)
For PASSPORT CARDS –
16 YEARS AND OLDER- \$30.00 MUST BE CHECK OR MONEY ORDER (NO CASH)
YOUNGER THAN 16- \$15.00 MUST BE CHECK OR MONEY ORDER (NO CASH)
MADE PAYABLE TO [U.S. DEPARTMENT OF STATE](#)

EXPEDITE PROCESSING – - For the most current processing times, please check this website:

<https://travel.state.gov/content/travel/en/passports.html>

AN ADDITIONAL \$60.00

For speedier mail delivery please inquire at the counter.

ALL APPLICANTS: \$35.00 PROCESSING FEE WHICH CAN BE CASH OR CHECK

MADE PAYABLE TO [TOMPKINS COUNTY CLERK](#)

BRING TO OUR OFFICE ALONG WITH FEES AND APPLICATION:

1 PASSPORT PHOTO – COLOR, 2” X 2”, head size no smaller than 1” and no larger than 1 3/8”, taken on white or off-white background. There must be at least a 1/2” from the top of the head to the top of the photo.

Now available at our office for a fee of \$8.00

PROOF OF CITIZENSHIP – **THIS DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION**

EITHER:

BIRTH CERTIFICATE, with a raised seal and filing date, certified by official custodian of the record (NO HOSPITAL CERTIFICATES) The Birth Certificate must be the long form listing both parents.

OR

PREVIOUS PASSPORT (for applicants under age 16 see link below)

OR

NATURALIZATION CERTIFICATE

IDENTIFICATION – Valid Drivers License (if an out of state ID secondary ID must be presented), Previous Passport (if issued after 18th birthday and within in the last 10 years), Current College I.D. 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 drivers license when signing for their children.

ALL APPLICANTS MUST APPEAR IN PERSON AND SIGN THE APPLICATION IN THE PRESENCE OF A PASSPORT AGENT. APPLICANTS UNDER AGE 16 MUST HAVE BOTH PARENTS APPEAR WITH THEIR IDENTIFICATION.

<https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html> FOR COMPLETE INSTRUCTIONS.

PLEASE READ THE APPLICATION FOR MORE DETAILED INSTRUCTIONS OR REFER TO THE WEBSITE

<https://travel.state.gov/content/travel/en/passports.html>