

# **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

**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 - \$130.00 MUST BE CHECK OR MONEY ORDER (NO CASH)

YOUNGER THAN 16 - \$100.00 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** – please visit the passport website:

<https://travel.state.gov/content/travel/en/passports/need-passport/apply-in-person.html>

**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>