

Saratoga County Clerk's Office

U.S. Passport Checklist for *NEW* Passport Applicants

Completed Form DS-11

Forms can be acquired at the Saratoga County Clerk's Office. Please note, forms **MUST** be printed in black ink only and signed in the presence of a Clerk.

Proof of U.S. Citizenship

Certified copy of Birth Certificate (with raised seal and listing both parents) **OR**

Original Certificate of Naturalization **OR**

Previously Issued United States Passport (if expired for 5 or more years)

Proof of Identity

Current NYS Driver's License **OR**

Government I.D. / Military I.D.

Recent Color Photograph (2x2 in size)

Two identical photos taken within the last 6 months are required. Must have white background, full front view of head and shoulders, and no glasses unless a signed statement from a medical professional or health practitioner is provided. Saratoga County Clerk's Office will take photographs for a fee of \$10.00.

Fees

*U.S. Department of State accepts check or money order **only**. Saratoga County Clerk's Office will accept cash, check or money order for separate photo and copy fees.*

Saratoga County Clerk's Office Processing Fee	\$35.00
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Passport Photo	\$10.00
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Copies	\$0.50 / page
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*Checks for above must be made out to **Saratoga County Clerk's Office***

Passport Book	\$110.00
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Passport Book (if under age 16)	\$80.00
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Passport Card	\$30.00
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Passport Card (if under age 16)	\$15.00
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Expedited Service	\$60.00
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*Checks for above must be made out to **U.S. Department of State***



Craig A. Hayner, Saratoga County Clerk
Shauna M. Sutton, Deputy County Clerk
Charles A. Foehser II, Deputy County Clerk

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