

## Application Processing Times

- Routine: 6-8 weeks
- Expedited: 2-3 weeks (additional fee)

## Fees

**Please note:** You will need to provide separate payments to both the U.S. Department of State and the Saratoga County Clerk's Office to fully process your passport application. Fees are per applicant.

### Payments to Saratoga County Clerk's Office:

*Cash, check or money order*

- Saratoga County Clerk's Office Processing Fee \$35
- Passport Photo \$10
- Passport Photo Copies \$0.50 / page

### Payments to U.S. Department of State:

*Check or money order*

- Passport Book \$110
- Passport Book for minor under age 16 \$80
- Passport Card \$30
- Passport Card for a minor under age 16 \$15
- Expedited Service \$60
- Overnight Delivery (Passport Book Only) \$16.48

\*Fees are subject to change.

## Hours & Location

### Address

40 McMaster Street, Ballston Spa, NY 12020

### Phone

(518) 885-2213

For Passport inquiries please dial extension 4412.

### Website

[www.saratogacountyny.gov/saratoga-county-clerk](http://www.saratogacountyny.gov/saratoga-county-clerk)

### Hours

The Saratoga County Clerk's Office is open Monday through Friday. Please see our website for holiday closings.

Passport Processing: 9:00AM - 4:15PM

Filing/Recording: 8:00AM - 4:15PM

Public Searching: 8:00AM - 5:00PM



**Saratoga County Clerk's Office**  
**Craig A. Hayner, Saratoga County Clerk**

9/25/2019

# Passports

The Saratoga County  
Clerk's Office is a Full-Service  
Passport Agent for the  
U.S. Department of State.



Craig A. Hayner, Saratoga County Clerk

## Passport Services

- New Application Processing
- Passport Photos
- Renewal Applications available
- Monday through Friday, 9AM - 4:15PM at 40 McMaster Street, Ballston Spa, NY 12020

## Should You Get a Passport Book or Card?

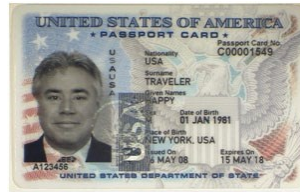
### Passport Book

- Real ID compliant and can be used for domestic air travel
- Used for international travel by air, sea, or land
- Proof of U.S. Citizenship & Identity
- Valid for 10 years (holder 16 and older)
- Valid for 5 years (holder under 16 years)
- Size: 5" x 3.5" (when closed)



### Passport Card

- Real ID compliant and can be used for domestic air travel
- Used for entering the United States at land border crossings and sea ports-of-entry from Canada, Mexico, the Caribbean, Bermuda  
Proof of U.S. Citizenship & Identity
- **Cannot** be used for international air travel
- Valid for 10 years (holder 16 and older)
- Valid for 5 years (holder under 16 years)
- Fits in your wallet



## How to Apply

### New Passport Applicants

- Complete the U.S. Passport Application
  - Available at the Saratoga County Clerk's Office. Must be filled out in black ink.
- Provide Proof of U.S. Citizenship
  - Original or Certified Copy of Birth Certificate (with raised seal and both parents listed) **OR**
  - Original Certificate of Naturalization **OR**
  - Previously Issued United States Passport (if expired for 5 or more years)

### New Passport Applicants (...continued)

- Provide Proof of Identity
  - Current NYS Driver License **OR**
  - Government ID/Military ID
- Get a Passport Photo Taken

### Applicants Age 16-17

- If the applicant doesn't have photo identification a parent or legal guardian must accompany the applicant and show valid identification.

### Applicants Under the Age of 16

- Must appear with BOTH parents or the child's legal guardian.
- Parents or guardians must provide evidence that they are the parent or legal guardian and present valid identification.
- If the second parent is not available to sign, the accompanying parent must present either a certified copy of documentation stating they have sole custody of the child or a completed and notarized "Statement of Consent" (form DS-3053) and a photocopy of the ID (both sides) of the parent who is not present.

Please visit [travel.state.gov](http://travel.state.gov) for more information about applying for a U.S. Passport.