

## Application processing times

Please visit [www.travel.state.gov](http://www.travel.state.gov) for current routine and expedited processing times.

## 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 the Saratoga County Clerk's Office:

*Cash, check or money order*

- Saratoga County Clerk's Office Processing Fee \$35
- Passport photo \$10
- Passport photo copies: 50 cents per page

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

*Check or money order*

- Passport book \$130
- Passport book for minor under age 16 \$100
- Passport card \$30
- Passport card for a minor under age 16 \$15
- Expedited Service \$60
- Overnight delivery (passport book only) \$19.53

*\*Fees are subject to change.*

## Hours of operation

The Saratoga County Clerk's Office is open for walk-in service from 9 a.m. to 5 p.m. Monday through Friday, excluding major holidays.

The following services are available during the following times:

### Passport services

9 a.m. to 4 p.m.

### Land recordings and court filings

9 a.m. to 4:15 p.m.

### Researching purposes

9 a.m. to 5 p.m.

## Contact Information

### Address

40 McMaster St, Ballston Spa, NY 12020

### Phone

(518) 885-2213

### Website

[www.saratogacountyny.gov](http://www.saratogacountyny.gov)



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**SARATOGA  
COUNTY**

NEW YORK

**Craig A. Hayner, County Clerk**

6/26/23



**SARATOGA  
COUNTY** NEW  
YORK

**Office of the County Clerk**

# Passport Services

The Saratoga County Clerk's Office is a full-service passport agent for the U.S. Department of State

*Revolutionary By Nature*



## Passport Services

The Saratoga County Clerk's Office offers:

- New application processing
- Passport photos
- Renewal applications

Passport applications are processed Monday through Friday, 9 a.m. to 4 p.m. at 40 McMaster Street, Ballston Spa, NY 12020

## 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)

#### 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 younger than 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.

## More information

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



## 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 and 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, and Bermuda
- Proof of U.S. Citizenship and 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

