



OFFICE OF THE COUNTY CLERK

CRAIG A. HAYNER, COUNTY CLERK

518.885.2213

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

FOR IMMEDIATE RELEASE

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Saratoga County Clerk to host Passport Night

The Saratoga County Clerk's Office at 40 McMaster St., Ballston Spa, will host a Passport Night from 4 to 7 p.m. Thursday, October 24, by appointment only.

The Clerk's Office is offering these extended hours as a convenience to those whose schedules make it difficult to visit the office to apply for a passport during regular business hours.

A similar event last fall received a positive response. "We are excited to again offer this opportunity for busy families and individuals to apply for their passports at a time that may be more convenient for them," said County Clerk Craig A. Hayner, adding that the office provides a comfortable environment and knowledgeable staff to guide people through the process.

To book an appointment, call the County Clerk's office at 518-885-2213.

Application forms will be available, and photos can be taken on site. Those planning to attend can also download a copy of the passport application in advance at www.travel.state.gov and fill them out ahead of time. However, the applications must be signed in front of an acceptance agent at the Clerk's Office.

Applicants should bring:

- An original or a certified copy of their birth certificate with a raised seal and, if possible, a photocopy (front and back)
- Their photo ID and, if possible, a photocopy (front and back)
- A check or money order (one per passport application) made out to the Department of State to cover the application fee (See below for details.)
- Cash or separate check to cover the processing fees and passport photos (if having them taken on site)

Applicants should also have the places and dates of birth of their parents so they can complete the passport application. Children younger than 18 must have both parents present when applying.

Passport fees are as follows:

- Passport books — \$130 for adult applications and \$100 for children under the age of 16.

- Passport cards — \$30 for adults and \$15 for children under the age of 16. (Note that they are only good for land travel to Canada and Mexico.)
- Processing fee — \$35 for each application
- Passport photos — \$10
- Expedited service — \$60 per applicant

Current processing times are about 6-8 weeks or about 3 weeks for expedited applications. However, processing times can vary.

Passport renewals for those over 16 must be mailed by the applicant, however, the required new photo can be obtained at the County Clerk's Office.

Regular hours for passport services are 9 a.m. to 4 p.m. Monday through Friday, excluding holidays.

For more information, visit the website at

<https://www.saratogacountyny.gov/departments/county-clerk/passport/>

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