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
DATE: September 17, 2026
CONTACT: Betsy DeMars, Communications Director, edemars@saratogacountyny.gov

Saratoga County Clerk expands Passport Nights

BALLSTON SPA — The Saratoga County Clerk's Office is expanding its popular Passport Night program this fall, offering two evening opportunities for area residents to apply for a passport outside of regular business hours.

Passport Nights will be held from 4 to 7 p.m. Thursday, October 1, and Tuesday, November 10, at the Saratoga County Clerk's Office, 40 McMaster St., Ballston Spa. Appointments are required.

For the past three years, the County Clerk's Office has offered a single Passport Night in the early fall. This year, the office is expanding the program to two evenings to provide additional opportunities for residents whose schedules make it difficult to visit during regular business hours.

"Passport Night has become a great option for people who need the flexibility of an evening appointment, so we decided to expand it and offer a second night this year," Saratoga County Clerk Craig A. Hayner said. "We want to make the process of applying for a passport as convenient as possible for area residents."

The Saratoga County Clerk's Office offers passport services in a comfortable setting with knowledgeable staff available to guide applicants through the process and answer questions.

Appointments for the Thursday, October 1, Passport Night are now being scheduled. Appointments for the Tuesday, November 10, Passport Night will begin being scheduled October 20.

To schedule an appointment for October 1, call the Saratoga County Clerk's Office at 518-885-2213. Those interested in an appointment for November 10 should call beginning October 20.

Application forms will be available, and photos can be taken on site. Those planning to attend also can download a copy of the passport application at www.travel.state.gov and fill them out in advance. 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 (including parents' names on the certificate) 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)

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.)
- Processing fee — $35 for each application
- Passport photos — $10
- Expedited service — $60 per applicant

According to the U.S. Department of State, current processing times are about 4-6 weeks or about 2-3 weeks for expedited applications. Processing times can vary, however.

Passport renewals for those who were issued a 10-year passport previously 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/passports/

###