



Let us help you apply

Let us help you apply for your U.S. Passport:

Passports have always been a necessary document for those who traveled outside of the North American continent, but now a U.S. Passport is required for travel even closer to home. So, do not wait until the last minute. Apply now. Here is what you will need:

Proof of United States Citizenship:

- A previous valid U.S. Passport; or
- An original or certified copy of your birth certificate that must list your parent(s) full name; or
- A Consular Report of Birth Abroad; or
- An original naturalization certificate.

Proof of Identity:

- A current valid driver's license; or
- A government or military identification card.

Fees:

Adults - \$145.00 payable as follows:

- \$110.00 - U.S. Department of State
- \$35.00 - Westchester County Clerk

Minors under 16 - \$115.00 payable as follows:

- \$80.00 - U.S. Department of State
- \$35.00 - Westchester County Clerk

Photos taken by our staff - \$10.00

Expedited service - \$60.00

The U.S. State Department requires fee to be paid by check or money order. Processing fees to the Westchester County Clerk can be paid by check or credit card to our Community Outreach Staff and in our White Plains office.

Be sure to bring original documents with raised seals to avoid having to make a second trip.

Westchester County Clerk Tim Idoni's
Mobile Office will appear at:
Pelham Town Hall
Monday, April 13th
10 am - 1 pm

Be aware of special requirements for minors under the age of 16:

All minors, including newborn infants, must have their own passport. In addition to complying with the general requirements, please note the following additional requirements for minors under the age of 16:

The minor *must* appear in person with both parents.

Proof of Relationship To Adult: *If you are applying for a minor under the age of 16, you will need to submit one of the following documents:*

- A certified U.S. birth certificate (with parents' names)
- A Certified Foreign Birth Certificate (with parents' names and translation, if necessary)
- A Report of Birth Abroad (with parents' names)
- A Certification of Birth Abroad (with parents' names)
- An Adoption Decree (with adopting parents' names)
- A certified copy of a Court Order Establishing Custody
- A certified copy of a Court Order Establishing Guardianship

Proof of Adult's Identity: *Each parent or guardian must submit one of the following to establish their identity:*

- A valid Passport
- A Naturalization Certificate
- A current, valid driver's license
- A government or military identification card

If only one parent appears and signs, that parent must submit the other parent's notarized Form DS-3053, Statement of Consent: Issuance of a Passport to a Minors Under Age 16 (available at www.westchesterclerk.com) and provide a photocopy of the front and back of his or her ID.

Let us help you.

If you have questions about whether you have what you need to apply, do not hesitate to call our office at 914-995-3086 or visit our website at www.westchesterclerk.com.

Westchester County Clerk Tim Idoni wants to remind you of international travel requirements:

Everyone including U.S. citizens, traveling *by air, land or sea* from Canada, Mexico, Central and South America, the Caribbean and Bermuda must have a passport or other acceptable documentation in order to enter the United States.

Limited Use Passport Card:

The Office of the Westchester County Clerk accepts applications for the limited use passport card. At \$65 for an adult card, the limited use passport card is less than half the cost of a regular U.S. passport. However, while the card affords many of the rights and privileges of a traditional passport book, it is intended as a limited-use travel document, *valid only for land and sea travel* between the U.S. and Canada, Mexico, the Caribbean region, and Bermuda. For travel by air, you will still need a regular passport book.

The cost of a passport card:

Adults - \$65 payable as follows:

- \$30 - U.S. Department of State
- \$35 - Westchester County Clerk

Minors under 16 - \$50 payable as follows:

- \$15 - U.S. Department of State
- \$35 - Westchester County Clerk

And when adults 16 and over with fully valid passport books apply for the passport card using a DS-82 renewal form, the fee is only \$30. For more information on the passport card, please visit www.westchesterclerk.com



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