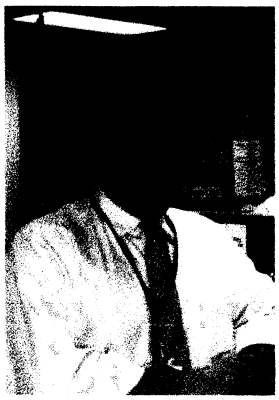
Getting a U.S. Passport just got easier.



Westchester County Clerk Timothy Idoni's community outreach staff can take your photo and process your passport application when they visit:

Pelham

Town Hall, 34 Fifth Avenue

Tuesday, September 4th, from 11 a.m. – 2 p.m.

What do you need to apply?

Proof that you are a United States citizen such as an original or certified birth certificate or original naturalization certificate.

If your ADULT passport is expired OVER 5 years, you can apply with us by bringing your old passport. If UNDER 5 years, you must renew by mail submitting the DS-82 form.

A valid driver's license or a government issued identification card.

The total fee is $145 for adult applicants (16 and over) and $115 for child applicants (under 16). The $35 processing portion of the fee can be paid by check, money order or credit card. The remainder of the fee, $110 for adults and $80 for children **MUST** be paid by check or money order made out to the U.S. Department of State. **We cannot accept cash on the Mobile Office**. Applications will also be accepted for the **U.S. Passport Card** for ***land and sea border travel, only***. The fee for adults is $65.00 ($30 to US Dept. of State), for children, the fee is $50.00 ($15 to US Dept. of State).

We can take your passport photo for an additional $10.00 fee ($7.00 for seniors).

If you need your passport in about 2-3 weeks, expedited service is an additional $60.00 per passport application. For **Overnight Return Delivery Service**, add an additional fee of $15.89 for each application, payable to US Department of State.

Questions? Call 914-995-3082 or visit www.WestchesterClerk.com, where you can also download the **Application for U.S. Passport DS-11**.

Why apply now?

Routine passport applications are now taking approximately 6 weeks. For an additional charge, expedited service will result in your obtaining your passport in about 2-3 weeks. But only in emergency circumstances can a passport application be processed more quickly, so do not delay.

Please Note: *We cannot accept the **Application for Passport by Mail Form DS-82.** Applicants must renew by mail for passports issued within the last 15 years, if applicants were at least 16 years old when passport was issued, and for applicants whose name remains unchanged since passport was issued.*

Office of the Westchester County Clerk, 110 Dr. Martin Luther King Jr. Blvd., White Plains, NY 10601
Open Monday through Friday from 8 a.m. until 5 p.m. / (914)995-3080/www.westchesterclerk.com

Getting a U.S. Passport just got easier.

As new passport requirements go into effect I want to remind the residents of **Pelham** that our staff will be visiting **Town Hall, 34 Fifth Avenue, Pelham, on Tuesday, September 4th** to process passport applications from **11 a.m. - 2 p.m.**

Passports have always been a necessary document for those who traveled outside of the North American continent, but now a U.S. Passport will be required for travel even closer to home. So as you are planning your next vacation or business trip, here are some things to keep in mind:

Do not wait until the last minute: Apply now. Routine passport applications generally take approximately six weeks. For an additional charge, expedited service will result in your obtaining your passport in no more than three weeks. But only in emergency circumstances can a passport application be processed more quickly, so do not delay.

PLEASE NOTE: You will need a passport to enter the United States by air, by land or by sea unless you are a child under the age of 16 entering by land or sea with proof of U.S. citizenship or an adult with another travel document approved by the Department of Homeland Security.

Be sure to bring the proper documentation: You will need proof that you are a United States citizen such as an original or certified copy of your birth certificate, a consular report of birth abroad or a naturalization certificate. **If your Adult passport is expired OVER 5 years, you can apply with us by bringing your old passport. If passport expired UNDER 5 years, you must renew by mail with DS-82 application.** You will also need proof of your identity such as a current valid driver's license or a government issued identification card. **For minors under the age of 16**, both parents should appear together and sign the application of the child. However, if only one parent appears and signs, that parent must submit the other parent's notarized Statement of Consent form (DS-3053) and a photocopy of their identification. The Statement of Consent form can be found at www.WestchesterClerk.com.

Fees: The fee for an **adult passport is $110.00** and for a **child's passport is $80.00**. Fees can be paid by money order or check, only. **There is an additional $35.00 service fee that can be paid by money order, check or credit card. Applications will also be accepted for the U.S. Passport Card for land and sea border travel, only. The fee for adults is $30.00 and for children, the fee is $15.00 with an additional $35.00 service fee.** Be sure to bring original documents with raised seals to avoid having to make a second trip. If you have questions about whether you have what you need to apply, do not hesitate to call our office at 995-3082 weekdays between 8 a.m. and 5:00 p.m. or visit our website at www.westchesterclerk.com.

We look forward to the opportunity to help you with your U.S. Passport application when our staff visits **Pelham Town Hall.**

Sincerely,

Timothy C. Idoni
Westchester County Clerk