



A MESSAGE FROM
MAUREEN O'CONNELL
 NASSAU COUNTY CLERK



Dear Neighbor,

The Nassau County Clerk's Office is designated as an official U.S. Passport Acceptance Center by the United States Department of State. Anyone traveling outside the U.S. by air, including children and infants, is required to have a passport. At the County Clerk's office, we accept and process passport applications daily until 3:45pm. During extended hours on Tuesday evenings we accept and process applications until 5:30pm. We have applications available for your convenience and are happy to answer any questions you may have.

Several changes have been made to the U.S. Passport Application process to expedite customs procedures for land and sea ports-of-entry, improve border security, and increase the security of minors traveling abroad. This guide is designed to better acquaint you with the U.S. Passport Application process and the changes it has undergone.

Should you have any further inquiries, the County Clerk's Office is glad to be of assistance. Safe travels!

Sincerely,

Maureen O'Connell

MAUREEN O'CONNELL
 NASSAU COUNTY CLERK
 240 OLD COUNTRY ROAD
 MINEOLA, NEW YORK 11501

**We now take
 passport photos !!** 

PASSPORT SERVICES



MAUREEN O'CONNELL
 NASSAU COUNTY CLERK
 240 OLD COUNTRY ROAD
 MINEOLA, NEW YORK 11501
 516-571-2664

Visit us on the web:
www.nassaucountyny.gov/clerk

 Find us on Facebook

Changes to Passport Regulations

As of June 1, 2009, the United States Government Western Hemisphere Travel Initiative (WHTI) requires all U.S. citizens traveling by air outside the United States to present a passport or other accepted travel document to enter or re-enter the United States. U.S. citizens traveling by land or sea to Canada, Mexico, Bermuda and the Caribbean are required to have a passport, passport card or other accepted travel document to enter or re-enter the United States. For land and sea travel, children under the age of 16 can still present a birth certificate or other proof of U.S. citizenship. Special rules apply for students 16 to 18 years of age traveling by land and sea with certain groups. For more information visit www.travel.state.gov.

Passport Fees

Fee Type	Form	Passport Fee	Execution Fee	Fee Total
Passport Book Age 16 & Over	DS-11	\$110.00	\$35.00	\$145.00
Passport Book Age 15 & Under	DS-11	\$80.00	\$35.00	\$115.00
Passport Book By Mail	DS-82	\$110.00	N/A	\$110.00
Passport Card Age 16 & Over	DS-11	\$30.00	\$35.00	\$65.00
Passport Card Age 15 & Under	DS-11	\$15.00	\$35.00	\$50.00
Photos (Qty 2) 2"x 2"	We now take photos !!			\$15.00 <small>(Cash, Charge or Check)</small>

Payment of Passport Fees should be made to the "U.S. Department of State." Execution Fees should be payable to the "Nassau County Clerk" by money order or cash. These fees and the surcharge are non-refundable. Photo fee *only* can be paid with cash, credit card or check. The \$35.00 Execution Fee is not charged when adults age sixteen and over with fully valid passport books apply for the passport card using the DS-82 form.

Applying for a Passport for the First Time

To apply for a passport for the first time, apply in person at the County Clerk's Office. A passport application must be accompanied by:

- Proof of Citizenship** — Acceptable documents include:
 - A previous passport
 - An original or certified copy of a birth certificate
 - Consular Report of Birth Abroad or Certification of Birth
 - Naturalization Certificate
 - Certificate of Citizenship
- Proof of Identity** — The only valid forms are:
 - A previous passport
 - A valid Driver's License
 - Recently issued Naturalization Certificate
 - Recently issued Government Identification card
- Two Identical Photos** — Photos must be:
 - 2 x 2 inches in size
 - In color
 - We now take photos, fee applies
 - Taken within the past six months and showing current appearance
 - Full face, front view with a plain white or off-white background
 - Taken in normal street attire: No uniforms except religious attire worn daily, no hat or headgear that obscures the hair or hairline, no dark or nonprescription glasses with tinted lenses unless necessary for medical reasons (medical certificate may be required).
- Applicable Fee**
Please bring multiple blank checks

Renewing Your Passport

You may renew your passport by mail if you:

- Already have a passport that is not damaged
- Received it within the past fifteen years
- Were at least sixteen years of age when it was issued
- Still have the same name in the passport (you may also legally document your name change)

Passport Renewal Forms are obtainable from the Clerk's Office or online at www.travel.state.gov, however **the Clerk's office does not process adult renewals.**

Underage Passport Requirements

As provided by the Code of Federal Regulations Title 22, Section 51.28, and effective February 1, 2008, children under the age of 16 require both parents' consent to receive a passport. All minors must appear in person when applying for a passport. For a complete list of special requirements for children under the age of sixteen, visit www.travel.state.gov.

Expedited Passports

Passport processing takes up to six weeks. If you need a **Passport Book** sooner, you may pay a \$60.00 fee for an expedited service that will deliver your **Passport Book** in two to three weeks. There is an additional option for a 1-2 Day Delivery Service for \$17.13 per passport book for a 1-2 day delivery from the Department of State to the customer. Expedited service for the **Passport Card** is currently not available.

If your travel requires a passport sooner than two weeks, you must apply in person at a Passport Agency. To apply in person at a Passport Agency, call to schedule an appointment first. The New York Passport Agency Appointment phone number is 1-877-487-2778. This is an automated appointment system. Complete the process in its entirety to ensure that an appointment is confirmed.