



A MESSAGE FROM  
**MAUREEN O'CONNELL**  
NASSAU COUNTY CLERK



Dear Neighbor,

To improve border security, increase the security of minors traveling abroad, and expedite customs procedures for both land and sea ports-of-entry, several changes have recently been made to the United States Passport application process. This guide will help you navigate the current regulations so that you can easily obtain a valid U.S. Passport.

Anyone traveling outside the United States by air, including children and infants, is now required to have a passport. The Nassau County Clerk's office has been designated as an official U.S. Passport Acceptance Center by the United States Department of State: We accept and process passports daily until 3:30 pm, we have passport applications available for your convenience, and we also offer photo services. So, if you plan to leave the States, remember that you can now take care of all your passport requirements with one stop at the Nassau County Clerk's office.

Safe travels! And if you have additional questions, my office is always happy to assist you.

Sincerely,

*Maureen O'Connell*

## Renewing Your Passport by Mail

You may renew your passport by mail if:

- You already have a passport that is not damaged.
- Received it within the past 15 years.
- Were at least 16 years of age when it was issued.
- Still use the same name that is on the passport (you may also legally document your name change).

Passport Renewal Forms are available at the County Clerk's Office or online at [www.travel.state.gov](http://www.travel.state.gov), however, we do not process renewals at our office.



*Want to fall in love in Paris?  
You'll need a passport to get there.*

## What Is a Passport Card?

The U.S. passport card is a wallet-sized, plastic passport that has no visa pages and is cheaper than the passport book. The card, which functions roughly the same as a New York State Enhanced License, is proof of United States citizenship and identity, and has the same length of validity as the passport book. U.S. citizens who travel by land and sea to or from Canada, Mexico, Bermuda, and some Caribbean destinations can visit [www.travel.state.gov](http://www.travel.state.gov) for more information.



We take passport photos!!!



# PASSPORT SERVICES

AT THE COUNTY CLERK'S OFFICE



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

Visit our website:  
[WWW.NASSAUCOUNTYNY.GOV](http://WWW.NASSAUCOUNTYNY.GOV)



## Current Passport Regulations

The Nassau County Clerk's Office is an official Passport Acceptance Center Monday through Friday from 9:00 am to 3:30 pm (we do not accept applications after 3:30 pm). We accept passport applications from children up to age 16 and adults who are getting their first passport or who do not meet the criteria to renew their passport by mail (*for eligibility guidelines, see Renewing Your Passport, opposite side*); we do not process renewals. For your convenience, we now offer passport photo services for a small fee (*must be paid by cash, credit card, or check*).

All U.S. citizens traveling by air outside the United States must present a passport or other accepted travel document to enter or re-enter the United States. Adult 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 document to enter or re-enter the United States; children under the age of 16 can still present a birth certificate or other proof of U.S. citizenship.

Special rules apply for students aged 16 to 18 years traveling by land or sea with certain groups. For more information visit [www.travel.state.gov](http://www.travel.state.gov).

## Expedited Passports

Passport processing takes 8 to 12 weeks. If you need a Passport Book sooner, you can access an expedited service that will process it in 2 to 3 weeks for \$60 (*all fees are subject to change*). You can also request 1 to 3 Day Delivery Service, which costs \$23.36 per passport and ensures 1 to 3 day delivery once it ships from the Department of State. Expedited service for the Passport Card is not available. If you require a passport for travel in less than 2 weeks, you must apply in person at a Passport Agency; you also must call in advance to schedule an appointment. The New York Passport Agency Appointment phone number is 1-877-487-2778. This is an automated appointment system; before you end the call, be sure to complete the entire process to ensure that an appointment is confirmed. Be aware that you may be given an appointment in a different state.

## Applying for a Passport For the First Time

If this is your first passport, or if you cannot renew by mail, apply in person at the County Clerk's Office. Along with the application, you must also bring:

### 1. 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

### 2. 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



### 3. Two Identical Photos.\*

Photos must be:

- 2 inches by 2 inches in size
- In color
- Taken within the past 6 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*).



\* We take passport photos; a fee applies.

### 4. Applicable Fee:\* See Passport Fees, opposite.

**\*Please bring multiple blank checks.**

## Passport Requirements for Children Under the Age of 16

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

## Passport Fees\*

Fee Type	Form	Passport Fee	Execution Fee
Passport Book Age 16 & Over	DS-11	\$130	\$35
Passport Book Age 15 & Under	DS-11	\$100	\$35
Passport Book By Mail	DS-82	\$130	N/A
Passport Card Age 16 & Over	DS-11	\$30	\$35
Passport Card Age 15 & Under	DS-11	\$15	\$35
Photos (Quantity: 2) 2 x 2 inches			\$15 (Cash, Charge, or Check)

We take photos!

\*Note: All fees subject to change. Check: [www.travel.state.gov](http://www.travel.state.gov)

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 check, money order, or cash. These fees and the surcharge are non-refundable. Photo fee *only* can be paid with cash, credit card (*service fees apply when using a credit card*), or check. The \$35.00 Execution Fee is not charged when adults age 16 and over with fully valid passport books apply for the passport card using the DS-82 form.