Top of Form

**United States Passports**

**General Passport Information**



Please be prepared to provide the following:

* A completed application, type written or neatly printed in black or blue ink only. **Do not** sign the form until in the presence of a Clerk.
* Proof of U.S. citizenship in one of three forms: a certified copy of your birth certificate with a **raised seal**; original naturalization papers, or an old U.S. passport issued in your name. The birth certificate in either original or certified form must be the **long form** which contains your full name with correct spelling, parents' names, date and place of birth, file or registration date and a raised seal or other certification marking. Some birth notices and birth registrations do not contain all the relevant information required by the Department of State. Hospital certificates cannot be accepted.
* Proof of identity in the form of a valid NYS Driver License or non-Driver ID, a valid military ID, naturalization papers issued to you as an adult, or an INS Alien Registration Card.
* Two identical passport photos, 2" x 2" with a white background and a full front view of your head and shoulders. Pictures must be taken within the last six months. Pictures are available in the Monroe County Clerk’s Office for a fee of $7 per set.
* $110 cash, check, Visa, MasterCard, Discover or money order payable to “U.S. Department of State” for a passport book and $30 payable to the "U.S. Department of State" for a passport card. There is an additional $25 agency processing fee for each application.
* Applicants between the ages of 16 to 18 must appear with a parent or legal guardian.
* Applicants under the age of 16 must appear with **BOTH PARENTS**.

Note: If you were born *in Monroe County* you may obtain a copy of your birth certificate by contacting the Bureau of Vital Statistics at 753-5141. Please be sure to request the long form birth certificate.