



Office of the Schodack Town Clerk
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DEBRA L. CURTIS
TOWN CLERK

MELISSA HULSOPPLE, DEPUTY
BRIDGET BAPTISTE, DEPUTY

PASSPORT INFORMATION-EFFECTIVE, December 18, 2023

HOURS: Monday-Friday, 9:00 a.m. - 4:00 p.m.

WE ARE PROCESSING APPLICATIONS BY APPOINTMENT

US PASSPORT BOOK

ROUTINE PASSPORTS: Six (6) to Eight (8) Weeks

EXPEDITED PASSPORTS: Two (2) to Three (3) Weeks

Passports needed in less time: You will need to make an appointment and you must have tickets or an itinerary. Please call 1-877-487-2778.

FEES:

1. For all persons **16** years or older, a 10-year passport will be issued. A \$130.00 **check or money order**, payable to **U. S. Department of State**, is required. Neither cash nor credit cards will be accepted. All applicants, regardless of age, **must** appear in person. Applicants 16 years of age and older are required to sign the application in the presence of a Passport Agent.
2. Persons under **16** years of age will be issued a 5-year passport. A \$100.00 **check or money order**, payable to **U. S. Department of State**, is required. Neither cash nor credit cards will be accepted. A child under the age of 16 cannot execute or sign a passport. It must be signed by both parents in the presence of a Passport Acceptance Agent. **PLEASE ASK FOR INFORMATIONAL SHEET REGARDING CHILDREN UNDER 16 FOR DETAILS AND INFORMATION APPLICABLE TO "PARENT NOT AVAILABLE"**.
Please note: There will be a \$25 fee assessed by Passport Services for each check returned.
3. All applicants, regardless of age, must pay a \$35.00 execution fee. This can be check, money order or cash. Checks should be made payable to the Schodack Town Clerk.
Please note: The Town of Schodack has a \$20.00 return check fee.
4. To expedite a passport there is an additional fee of \$60.00 per passport. Overnight mail fees may also be necessary if time is critical.
5. A passport **renewal by mail** may be allowed if the following criteria are met:
 - 1.) Most recent passport was issued within the last 15 years
 - 2.) Must have been at least 16 when it was issued
 - 3.) Name must be the same or able to submit **certified** proof of name change
 - 4.) Can submit previous, **undamaged** passport

The fee for a renewal by mail is also \$130.00; however, no execution fee is required.

We assist in assembling the application to be mailed by applicant at the Post Office.

PROCESSING YOUR PASSPORT

To process your passport application, you must have:

1. Fees as stated above
2. One passport photo (most passport cameras take two): in color with a light background; photo must be 2"x2", with the head size no smaller than 1" and no larger than 1 3/8".
PLEASE NOTE: You may obtain passport photos at the Schodack Town Clerk's Office when you come in to apply for your passport. The fee is \$9.00. Also, effective November 1, 2016 customers applying for or renewing their passport must remove glasses for their passport photo.
3. Proof of US citizenship (one of the following):
 - a. A state or municipal birth certificate with the raised seal, stating the date and place of birth, a filing date within one year of date of birth, and certification and signature of the registrar. Parents= name(s) on the document are necessary for anyone applying for a passport.
HOSPITAL BIRTH CERTIFICATES ARE NOT ACCEPTABLE.
PLEASE NOTE: As of January 9, 2017, all applicants must submit a clear copy of their citizenship evidence in addition to their original or certified copy of U.S. Citizenship.
 - b. Previous U.S. Passport. **Please note:** For children under 16, a certified birth certificate with parent's name(s) must also be submitted.
 - c. Born Outside the US: - Certificate of Naturalization or Report of Birth Abroad (please ask about additional proofs of citizenship).
4. Identification (one of the following):
 - a. A valid driver's license (not temporary or learners permit)
 - b. Previous passport
 - c. Military ID
 - d. Naturalization Certificate (recent)
 - e. Government Employee ID card
 - f. FAA pilot's license
 - g. Affidavit of Identifying Witness (ask the agent for more information on this.)
5. A **completed** application form (both pages). **DO NOT SIGN. You cannot sign your passport application until you are in front of a passport agent.** Do not "white out" or scratch out errors-a single line through a mistake is acceptable. **All forms must be completed in black ink only.**

PASSPORT CARD

A Passport Card may **ONLY** be used for land and sea travel between the United States and Canada, Mexico, Bermuda and the Caribbean. Applicants apply in the same manner as for a passport book (see above) except the fees are less expensive-\$30.00 for adults and \$15.00 for children under 16. The execution fee is the same as for a passport book-\$35.00 per applicant. Additionally, you can apply for both a passport book and a card. Both fees would apply, except only one execution fee would be applicable. You can also get a Passport Card if you currently have a passport. Please ask for additional information.

*You may also check the yellow pages under Photographers-Passports. Passport Services has approved some digitized photos. Please check with Passport Agents before submitting.

For further information regarding expedited passports, or any other concerns, please contact the Schodack Town Clerk's Office.

Have a safe trip!

Updated: December 18, 2023