FOR IMMEDIATE RELEASE

TOWN CLERK AND TAX OFFICE EXTEND BUSINESS HOURS:
SECONDS PASSPORT NIGHT

PENFIELD, N.Y., SEPTEMBER 9, 2009 – The Penfield Town Clerk and Receiver of Taxes will extend
office hours for the convenience of Penfield residents on Saturday, September 26, 10:00 a.m. to noon, and
again Thursday, October 1, 5:00 to 7:00 p.m. The addition of weekend and evening hours will give
residents who cannot come to the Town Hall during normal business hours an opportunity to take care of
Town Clerk business and pay school taxes at their convenience. Both the Town Clerk and Receiver of
Taxes are located on the first floor of the Penfield Town Hall, 3100 Atlantic Avenue.

October 1, 2009 is the last chance to make a full payment on school tax bills without interest fees. As of
October 2, two percent interest will be added to tax bills. Residents may also pay school tax bills at any of
M&T Bank’s Penfield locations by the end of business October 1, 2009.

By popular request, County Clerk Cheryl Dinolfo, County Legislator Debbie Drawe, and Town Clerk
Amy Steklof have scheduled a second “Passport Night in Penfield” for Thursday, October 1, 6:00 to 8:00
p.m. at the Town Hall, 3100 Atlantic Avenue. This event follows a successful “Passport Night in
Penfield” on July 22, when in just two hours, 96 new applications were processed by the Monroe County
Clerk’s office. Registration is not required.
“There is a big demand for passports for travel to Canada; people want to get their documents in order. It’s important to make the application process convenient for Penfield families,” said Town Clerk Amy Steklof.

**Passport Details:**

The following documents are needed to apply for a passport:

- 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.

- 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. **Photographs will be available for $7 per set during the passport night.**

- $75 ($60 for children under age 16) cash, check, or money order payable to “U.S. Department of State” and an additional $25 County processing fee. Identification may include a valid driver’s license, a current student or military ID with photo, or naturalization papers issued to you as an adult for identification


Residents may download a passport application to fill it in advance. Forms are available on the US department of State’s Travel Web site at [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)

Passports will be mailed in 4-6 weeks. Please call the Monroe County Clerk’s Office at 585-753-1600 with specific questions regarding the passport application process.

**Please Note:** Applicants between the ages of 16 to 18 must appear with a parent or legal guardian. Children under 16 must appear with both parents or legal guardians or one parent or guardian may appear, if and only if, the parent or guardian that is not present completes and has notarized a DS-3053 Form, Statement of Consent: Issuance of a Passport to a Minor Under Age 16.

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