FOR IMMEDIATE RELEASE

Penfield Town Clerk Steklof Announces
“Passport Night in Penfield”
- Passport Services Thursday, August 29 -

PENFIELD, N.Y., AUGUST 21, 2013 – Penfield residents in need of a new or updated passport are invited to attend “Passport Night in Penfield” on Thursday, August 29, 5:30 to 7:30 PM at the Town Hall, 3100 Atlantic Avenue. This event comes to Penfield through the partnership of Monroe County Clerk Cheryl Dinolfo, Town Clerk Amy Steklof, and Town Councilwoman Paula Metzler. Please call the Town Clerk’s office at 340-8627 to sign up in advance, however registration is not required.

“We’ve hosted “Passport Night in Penfield” multiple times a year since 2009. Resident feedback has been terrific—so many people have told me they appreciate the convenience and efficiency of this service. I’m looking forward to helping more Penfield families manage their passport needs on August 29,” said Town Clerk Amy Steklof.

Residents may also apply for a Passport Card, which is limited to land and sea crossing between the US and Canada, Mexico, Bermuda, and the Caribbean. Some passport renewals may be eligible to renew by mail and save the $25 processing fee. County Clerk staff will review options with applicants on an individual basis.

“Passport Night in Penfield is a great opportunity to get documents in order. It’s not too early to get organized for 2014 travel,” said Councilwoman Paula Metzler.

“Once again, I am very pleased to work with Supervisor LaFountain and the Town of Penfield to help local residents conveniently apply for their passports,” said County Clerk Cheryl Dinolfo. “Whether it’s Passport Night or locating our Mobile DMV Unit at the Penfield Town Hall, I commend Penfield leaders for partnering with me in order to bring these important services to the people of this community.”
Passport applicants must provide proof of U.S. citizenship in one of three forms: a certified copy of a birth certificate with a **raised seal and their parents’ names**; original naturalization papers, or an old U.S. passport issued in the person’s name. Children under 16 will still need to bring their raised seal birth certificate even if they have an old passport. Proof of identity is also required in the form of a valid NYS Driver License or non-Driver ID, a valid military ID, naturalization papers issued to the applicant as an adult, or an INS Alien Registration Card. People born in **Monroe County** may obtain a copy of their birth certificate by contacting the Bureau of Vital Statistics. Visit the department’s website at [http://www.monroecounty.gov/clerk-records.php#band](http://www.monroecounty.gov/clerk-records.php#band) for details.

The fee for a new US Passport for an applicant 16 and older is $135 ($110 plus a $25 application fee). For an applicant under 16 the fee is $105 ($80 plus a $25 application fee). Renewals by mail are $110. Passport cards - which may be used only for travel by land or sea between the US, Canada, and Mexico - are $55 ($30 plus a $25 application fee) for age 16 and older and $40 ($15 plus a $25 application fee) for applicants under 16. Passport card renewals are $30.00. Passport photos remain at $7.00 for a set of two.

For application requirements, residents can visit the County Clerk’s website at [http://www.monroecounty.gov/clerk-passports.php](http://www.monroecounty.gov/clerk-passports.php). Residents may download a passport application to complete in advance. Forms are available on the US Department of State’s Travel website at [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html).

Passport processing time typically takes 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 along with a copy of their Driver License.

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