PENFIELD, N.Y., SEPTEMBER 19, 2019 – Penfield residents in need of a new or updated passport are invited to attend “Passport Night in Penfield” on Thursday, October 3, 6:00 to 7:30 PM at the Penfield Town Hall, 3100 Atlantic Avenue. This service comes to Penfield through a partnership of the Monroe County Clerk’s Office and the Town of Penfield. Please call Town Clerk Amy Steklof at 340-8627 to sign up in advance, however, registration is not required.

“I am again pleased that we are able to bring this service to Penfield to help local residents conveniently apply for their passports right here at the town hall,” said Amy Steklof. “We get a great turnout every time we host this service.”

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 $35 processing fee. County Clerk staff will review options with applicants on an individual basis.

"I am grateful for the opportunity to partner with the Town of Penfield on providing this vital service to residents," said Monroe County Clerk Adam J. Bello. "Passport Night allows residents to have helpful one-on-one interactions with Clerk staff to ensure all of their questions are answered and their passport needs are met."

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
News from Penfield, page two of two


The fee for a new US Passport for an applicant 16 and older is $145 ($110 plus a $35 application fee). For an applicant under 16, the fee is $115 ($80 plus a $35 application fee). Passport cards—which may be used only for travel by land or sea between the US, Canada, and Mexico—are $30 for applicants aged 16 and older and $15 for applicants under 16. Passport card renewals are $30 and passport book renewals are $110. Passport photos are $7.00 for a set of two.

For application requirements, residents can visit the County Clerk’s website at http://www.monroecounty.gov/health-vitalrecords.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.

Passport processing 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. 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 the absent parent or guardian’s driver license. If a parent has sole custody of a minor child, a certified copy of the custody report may be used.

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