



Office of the County Clerk

**MONTGOMERY**  
COUNTY NY  
Made of Something Stronger

**Brittany L. Kolbe**  
County Clerk  
Clerk of Supreme &  
County Courts

## **U.S. Passport Checklist for New Applicants**

### **Completed Form DS-11**

Forms can be acquired at the Montgomery County Clerk's Office or [www.travel.state.gov](http://www.travel.state.gov) Forms **MUST** be printed in **black ink only** and signed in the presence of a Clerk.

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### **Proof of U.S. Citizenship**

Original or Certified copy of Birth Certificate (cannot be issued from the Hospital & it must have a raised seal and list both parents) *OR*

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Original Certificate of Naturalization *OR*

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Previously Issued United States Passport (if expired for 5 or more years) **/\*Your current passport can only be used if it was ISSUED AFTER THE AGE OF 16\***

### **Proof of Identity**

Current NYS Driver's License

*OR*

Government I.D.

### **Recent Color Photograph (2x2 in size)**

One photo to be submitted and taken within the last 6 months is required. Must have white background, full front view of head and shoulders, and no glasses unless a signed statement from a medical professional is provided. Montgomery County Clerk's Office will take photographs for a fee of \$10.00.

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### **Fees**

U.S. Department of State accepts check or money order **only**. Montgomery County Clerk's Office will accept cash, check, money order or debit/credit cards\* (\*w/additional convenience fee) **ONLY** for separate photo and processing fee.

Montgomery County Clerk's Processing Fee \$35.00

Passport Photo \$10.00

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Checks for above  must be made out to **Montgomery County Clerk**

Passport Book \$130.00

Passport Book (if under age 16) \$100.00

Passport Card \$30.00

Passport Card (if under age 16) \$15.00

Expedited Service \$60.00 (additional \$22.05 for overnight return of passport)

Checks for above  must be made out to **U.S. Department of State**