



Town of Henrietta

# **PASSPORT SATURDAY**

**Saturday, March 16th**

**10:00 a.m. — NOON**

**BY APPOINTMENT**

Please call the Town Clerk's Office at 585-359-7035  
to set up an appointment!

# Passport Application Requirements

Please call **359-7035** to schedule an appointment or for additional information.

- Original raised seal **Birth Certificate**, which includes a filing date, filed within one year of birth date and a County Registrar's signature.

**All birth certificates submitted for minor and adult passport applications MUST contain the names of the parents.**

- Valid **Driver's License or Official Photo I.D. card.**

If your license is from out of state, please furnish an additional form of I.D., including but not limited to school I.D., state-issued I.D., work I.D., or expired driver's license.

- A completed **Application**, but please do not sign until issued the Oath by an agent.
- If you have had a previous passport, it **MUST** accompany your Application.
- **Must bring two (2) separate checks or money orders!**

**\*\*If your child is under the age of sixteen (16), in addition to above\*\***

- Both parents must be present, along with a valid Driver's License or passport for each. If your license is from out of state, please furnish an additional form of I.D., including but not limited to school I.D., state-issued I.D., work I.D., or expired driver's license.
- The child must be present at the appointment.

## FEES:

**Checks made payable to the U.S. Department of State:**

**(Payment must be in the form of a check or money order!)**

<b>Passport BOOK</b> (Valid everywhere)	<b>Passport CARD</b> (Limited use—ask for details)
Adult (16+) \$110	Adult (16+) \$30
Minor (0-15) \$80	Minor (0-15) \$15

(Optional) Expedite Fee: \$60.00 per Application

**Checks made payable to the Town of Henrietta:**

**(Payment must be in the form of a check or money order!)**

---

Processing Fee: \$35.00 per Application

Photo Fee: \$10.00 per Applicant