



OFFICE OF THE COUNTY CLERK

CRAIG A. HAYNER, COUNTY CLERK

518.885.2213

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

FOR IMMEDIATE RELEASE

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Saratoga County Clerk to host Passport Night on Oct. 2

BALLSTON SPA — The Saratoga County Clerk's Office at 40 McMaster St., Ballston Spa, will host a Passport Night from 4 to 7 p.m. Thursday, October 2, by appointment only.

The Clerk's Office is offering these extended hours as a convenience to those whose schedules make it difficult to visit the office to apply for a passport during regular business hours.

This is the third time the office has offered a Passport Night in the early fall. "This event is a great opportunity for busy families and individuals to come in and apply for a passport," Saratoga County Clerk Craig A. Hayner said. "In addition to offering convenience, our office provides a comfortable environment and knowledgeable staff to guide people through the process."

To book an appointment, call the County Clerk's office at 518-885-2213.

Application forms will be available, and photos can be taken on site. Those planning to attend also can download a copy of the passport application at www.travel.state.gov and fill them out in advance. However, the applications must be signed in front of an acceptance agent at the Clerk's Office.

Applicants should bring:

- An original or a certified copy of their birth certificate with a raised seal (including parents' names on the certificate) and, if possible, a photocopy (front and back)
- Their photo ID and, if possible, a photocopy (front and back)
- A check or money order (one per passport application) made out to the Department of State to cover the application fee (See below for details.)
- Cash or separate check to cover the processing fees and passport photos (if having them taken on site)

Children younger than 18 must have both parents present when applying.

Passport fees are as follows:

- Passport books — \$130 for adult applications and \$100 for children under the age of 16.

- Passport cards — \$30 for adults and \$15 for children under the age of 16. (Note that they are only good for land travel.)
- Processing fee — \$35 for each application
- Passport photos — \$10
- Expedited service — \$60 per applicant

According to the U.S. Department of State, current processing times are about 4-6 weeks or about 2-3 weeks for expedited applications. Processing times can vary, however.

Passport renewals for those who were issued a 10-year passport previously must be mailed by the applicant. However, the required new photo can be obtained at the County Clerk's Office.

Regular hours for passport services are 9 a.m. to 4 p.m. Monday through Friday, excluding holidays.

For more information, visit the website at

<https://www.saratogacountyny.gov/departments/county-clerk/passport/>

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