



**LIVINGSTON COUNTY  
OFFICE OF COUNTY CLERK**

Livingston County Government Center  
6 Court Street, Room 201  
Geneseo, New York 14454

(585) 243-7010  
Fax (585) 243-7928

James Culbertson

County Clerk

Mary F. Strickland  
Deputy County Clerk

**EACH INDIVIDUAL APPLYING FOR A PASSPORT SHALL APPEAR IN PERSON**

**Each completed Application for US Passport Book must be accompanied by:**

1. **TWO RECENT IDENTICAL PICTURES** - (2x2) Color, clear with a full front view of your face, with a solid light white or off white background. (Taken at a Studio or Store that takes Passport Photos)**NO SCHOOL PICTURES**
2. **PROOF OF IDENTITY:**
  - a) Your Un-expired Drivers License is required. If you do not have a Drivers License, you must be accompanied by a parent or guardian, who has known you at least 2 years, to fill out a Witness Affidavit. Two forms of Identification are required for applicant and drivers license for witness
3. **PROOF OF CITIZENSHIP:**
  - a) Birth Certificate With A Raised Seal - If your birth certificate does not have a raised seal, it can be secured at the Town Clerks Office, if you were born in Livingston County. If you were born in Monroe County you can secure it at the Department of Health, 111 Westfall Road, Rochester. **(NO HOSPITAL CERTIFICATES, BIRTH NOTICES OR BIRTH REGISTRATIONS)** Naturalization Certificates are used in Lieu of Birth Certificates if naturalized.
  - b) Previous Passport (If applicable)
4. **FEES: Fee Payable to US Department of State Must be Separate for Each Passport.**
  - a) **If you are 16 years of age or older** (10 year passport):  
\$110.00 fee (fee increased as of 07/13/10) payable to **US Department of State**. Cash **not** accepted, check or money order only.  
\$25.00 passport agent fee payable to **Livingston County Clerk** – may be cash, check or money order.
  - b) **If you are under 16 years of age** (5 year passport):  
\$80.00 fee (fee increased as of 07/13/10) payable to **US Department of State** - Cash **not** accepted, check or money order only.  
\$25.00 passport agent fee payable to **Livingston County Clerk** – may be cash, check or money order.
5. **EXISTING PASSPORTS** must be submitted with application.

**Special Requirements for Children:**

- a) To submit an application for a child under the age of 16, **both parents or the child's legal guardian must appear** and present evidence of the child's relationship to parent/guardians(s) and parental identification. i.e. Birth Certificate **MUST** list parent's names.
- b) If only one parent appears, you must also submit **(Form DS-3053)** Statement of Consent or Special Circumstances issuance of a Passport to a minor under the age of 16 to apply primary evidence of sole authority to apply.

**Processing Time from Date Application is Submitted:**

- a) Processing time for passports is 6 weeks.
- b) **For faster processing**, you may request expedited service for **an additional fee of \$60.00 plus \$14.96 per application for overnight delivery.** Processing time for expedited requests is 3 weeks.

**PASSPORT RENEWAL APPLICATIONS MUST BE SUBMITTED DIRECTLY BY MAIL.**

**PASSPORT BOOKS ARE VALID FOR TRAVEL BY AIR, SEA & LAND**

**Each completed Application for US Passport Card must be accompanied by:**

1. **TWO RECENT IDENTICAL PICTURES** - (2x2) Color, clear with a full front view of your face, with a solid light white or off white background. (Taken at a Studio or Store that takes Passport Photos)**NO SCHOOL PICTURES**
2. **PROOF OF IDENTITY.**
  - a) Your Un-expired Drivers License is required. If you do not have a Drivers License, you must be accompanied by a parent or guardian, who has known you at least 2 years, to fill out a Witness Affidavit. Two forms of Identification are required for applicant and drivers license for witness
3. **PROOF OF CITIZENSHIP:**
  - a) Birth Certificate With A Raised Seal - If your birth certificate does not have a raised seal, it can be secured at the Town Clerks Office, if you were born in Livingston County. If you were born in Monroe County you can secure it at the Department of Health, 111 Westfall Road, Rochester. **(NO HOSPITAL CERTIFICATES, BIRTH NOTICES OR BIRTH REGISTRATIONS)** Naturalization Certificates are used in Lieu of Birth Certificates if naturalized.
  - b) Previous Passport (if applicable)
4. **FEES: Fee Payable to US Department of State Must be Separate for Each Passport.**
  - a) **If you are age 16 years of age or older**10 year passport card):  
\$30.00 fee payable to **US Department of State**. Cash **not** accepted, check or money order only.  
\$25.00 passport agent fee payable to **Livingston County Clerk** – may be cash, check or money order.
  - b) **If you are under 16 years of age** (5 year passport card):  
\$15.00 fee payable to **US Department of State**.  
Cash **not** accepted, check or money order only.  
\$25.00 passport agent fee payable to **Livingston County Clerk** – may be cash, check or money order.

**Special Requirements for Children:**

- a) To submit an application for a child under the age of 16, **both parents or the child's legal guardian must appear** and present evidence of the child's relationship to parent/guardians(s) and parental identification.
- b) If only one parent appears, you must also submit a **notarized Statement of Consent** or primary evidence of sole authority to apply.

**If you apply for both documents at the same time:**

- a) Cost for first time applicants: **Adults** - (\$140.00 **US Department of State** & \$25.00 to **Livingston County Clerk**.  
**Minors (16 & Under)** - (\$95.00 **US Department of State** & \$25.00 to **Livingston County Clerk**)
- b) **For faster processing**, you may request expedited service for **an additional fee of \$60.00.** Overnight delivery is not available for Passport Cards. Processing time is 3 weeks.

**PASSPORT CARDS ARE WALLET SIZE & ARE VALID FOR TRAVEL BY SEA & LAND ONLY**

For more detailed information, please see the Application for US Passport or call the National Passport Information Center toll-free at 1-877-4872778 or visit them at **travel.state.gov**.