

## WHO NEEDS A PASSPORT?

Most American citizens or non-citizen nationals with plans to travel abroad need a passport. There are a few exceptions for special groups - they include minors under age 16 traveling to Canada by land or sea.



U.S. citizens are not required to present passports to travel from one state to another, to U.S. territories, within the border zone of Mexico or on closed-loop cruises. However, if you are an American citizen, you will need this travel document now more than ever. A passport was always needed in order to fly to Europe or Asia or beyond. But since 9/11, you also need a passport to fly to Canada, Mexico and the Caribbean.

Children, including infants, must have their own valid passports in order to travel abroad. Expired passports cannot be used for travel by anyone.

## GENERAL INFORMATION

You may pick up a passport application and submit it for processing at the Town of North Hempstead's Clerk's Office on weekdays from 9:30 a.m. to 3:30 p.m. Please make an appointment first.

## NORTH HEMPSTEAD ELECTED OFFICIALS



Judi Bosworth  
*Supervisor*

Wayne H. Wink, Jr.  
*Town Clerk*

Viviana L. Russell      Peter J. Zuckerman  
Angelo P. Ferrara      Anna M. Kaplan  
Lee R. Seeman      Dina M. De Giorgio  
*Council Members*

Charles Berman  
*Receiver of Taxes*

**CALL 311** for more information regarding passport services in North Hempstead



*your guide to*  
**PASSPORT SERVICES**  
*in the Town of North Hempstead*



## A MESSAGE FROM TOWN CLERK WAYNE WINK, JR.



Traveling abroad can be a life changing and transformative experience for many. Now, applying for a passport has never been easier with the Town of North Hempstead! Our office has made it simpler than ever to obtain a passport and

travel to your favorite international destinations. Whether you need to renew your passport or are getting one for the first time, you've come to the right place! We hope this brochure will help you understand the process. For more information, call 311 or visit our website at [www.NorthHempsteadNY.gov](http://www.NorthHempsteadNY.gov). Apply for your passport today!



## WE HAVE THE FORMS

Application forms for U.S. Passports are available at the North Hempstead Town Clerk's Office in Manhasset. You must bring acceptable proof of U.S. Citizenship (i.e. a previous passport and certified birth certificate), and proof of identity (i.e. a previous passport and a driver's license) with you. Anyone who is applying for a new passport **MUST** appear in person.



## WE TAKE THE PICTURE

For your convenience, we can take your required passport photos (two identical 2 X 2 inch color photographs taken within the past six months, showing your current appearance, full face, front view, with a plain white or off-white background). An additional **fee of \$10 per person** applies.

## IT'S MAILED TO YOU!

Your completed application will be processed and forwarded to Passport Services on the same day that you apply. You can expect your passport to arrive within 6-8 weeks via first class mail. Expedited service is available from the U.S. Department of State for an additional fee. The status of your application should be available online 7-10 days after applying at the U.S. Department of State.

## PASSPORT FEES

We collect passport fees, set according to federal guidelines. Processing fees vary depending on type of passport and age of the applicant. Accepted forms of payment include personal checks and money orders.



"Obtaining a passport is now easy! Submit an application to the Clerk's Office for processing and have your passport mailed to you directly!"

- Supervisor Judi Bosworth

## PASSPORT FEES (CONT'D)

Passport Service Type	Passport Fee	Expedite Passport Fee	Execution Fee	Total Fee
New Passport Age 16 & Older	\$110.00	\$60.00	\$35.00	\$205.00
New Passport Age 15 & Younger	\$80.00	\$60.00	\$35.00	\$175.00
Lost or Stolen Passport	\$80 (Child) \$110 (Adult)	\$60.00	\$35.00	\$175 (Child) \$205 (Adult)
First Passport Card	\$15 (Child) \$30 (Adult)	\$60.00	\$35.00	\$110 (Child) \$125 (Adult)
Passport Renewal	\$110.00	\$60.00	---	\$170.00
Second Passport	\$110.00	\$60.00	---	\$170.00

For each individual passport application, you must have a separate check or money order payable to the U.S. Department of State for Passport, Expedite and Overnight Return fees. Only personal checks drawn from a bank branch located within New York State will be accepted. Execution, Photo, Certified Mail and Overnight Mail fees can be paid by cash, credit card, check or money order payable to Wayne H. Wink, Jr., Town Clerk. Please **do not** prefill check amounts in advance as fees may vary with individual situations.