



# North Hempstead Elected Officials



**Town Supervisor Jennifer DeSena  
and  
Town Clerk Ragini Srivastava**

*present - your guide to*

# PASSPORT SERVICES

*in the Town of  
North Hempstead*

## 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.

As of May 2023, adults traveling domestically are required to present identification compliant with the REAL ID Act. Acceptable forms of identification include the U.S. Passport Book, U.S. Passport Card, Enhanced Drivers Licenses and REAL ID Driver Licenses issued by the various states. Minors under the age of 18 are not required to have REAL ID when traveling with an adult companion within the United States.

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 Clerk's Office, located at 200 Plandome Road, Manhasset, NY 11030 on weekdays from 9:30 a.m. to 3:00 p.m.  
BY APPOINTMENT ONLY.

**JENNIFER DESENA**

**Town Supervisor**

**RAGINI SRIVASTAVA**

**Town Clerk**

**Robert Troiano, Jr.**      **Edward Scott**  
**Dist 1., Council Member**    **Dist 2., Council Member**

**Dennis J. Walsh**      **Christine Liu**  
**Dist 3., Council Member**    **Dist 4., Council Member**

**David A. Adhami**      **Mariann Dalimonte**  
**Dist 5., Council Member**    **Dist 6., Council Member**

**Mary Jo Collins**  
**Receiver of Taxes**

**FOR MORE INFORMATION  
REGARDING PASSPORT SERVICES  
IN NORTH HEMPSTEAD:**

CALL  
**311 or (516) 869-6311**  
VISIT  
**NorthHempsteadNY.gov**



*A Message  
from*  
Town Clerk  
**RAGINI  
SRIVASTAVA**



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. Apply for your passport today!

**For more information, call 311 or visit our website at: [www.northhempsteadny.gov](http://www.northhempsteadny.gov)**

**WE CAN TAKE THE PICTURE**

For your convenience, we can take your required passport photos (two identical 2x2 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 IS MAILED TO YOU!**

The Town Clerk's Office is a passport acceptance facility for new applications. Every passport application for a minor under the age of 16 is considered new. For an adult, a new application must be submitted if it is their first time applying as an adult, their most recent adult passport was lost or stolen, or if their passport has been expired for more than five years.

Passports can be renewed any time while it is still valid and up to five years after expiration. By Department of State guidelines, the Town Clerk's Office cannot mail your renewal application for you.

**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.**

**PASSPORT FEES**

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

	Passport Fee	Expedite Passport Fee*	Execution Fee
<b>New Passport Age 16 &amp; Older</b>	\$130	\$60	\$35
<b>New Passport Age 15 &amp; Younger</b>	\$100	\$60	\$35
<b>Lost or Stolen Passport</b>	Child \$100 Adult \$130	\$60	\$35
<b>Passport Card</b>	Child \$15 Adult \$30	\$60	\$35
<b>Passport Renewal</b>	\$130	\$60	—

\* Expedited Passport is optional.



“The Clerk's Office is a one-stop shop to help you organize your documents, obtain a photo, and submit your Passport application for approval!”  
*Supervisor  
Jennifer DeSena*