



**NIAGARA COUNTY
COUNTY CLERK'S OFFICE
COURTHOUSE
P.O. BOX 461
LOCKPORT, NY 14095-0461**

**JOSEPH A. JASTRZEMSKI
County Clerk**

**MATTHEW L. PARISH
First Deputy County Clerk**

(716) 439-7022 Fax (716) 439-7035

PASSPORT REQUIREMENTS

Hours 9:15 AM to 4:00 PM Monday – Friday

Appointments Only Call 716-439-7062

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING PASSPORTS 10-12 WEEKS

FEES

1. For persons 16 years old and over:
 - \$110.00 to U.S. DEPARTMENT OF STATE (PASSPORT BOOK) (Must be paid by check or money order)
 - \$ 30.00 to U.S. DEPARTMENT OF STATE (PASSPORT CARD) (Must be paid by check or money order)

 - \$ 35.00 to NIAGARA COUNTY CLERK (PROCESSING) (Paid by check, money order, or cash)
 - \$ 10.00 to NIAGARA COUNTY CLERK (PHOTOGRAPH) (Paid by check, money order, or cash)
2. For persons 15 years old and under:
 - \$ 80.00 to U.S. DEPARTMENT OF STATE (PASSPORT BOOK) (Must be paid by check or money order)
 - \$ 15.00 to U.S. DEPARTMENT OF STATE (PASSPORT CARD) (Must be paid by check or money order)

 - \$ 35.00 to NIAGARA COUNTY CLERK (PROCESSING) (Paid by check, money order, or cash)
 - \$ 10.00 to NIAGARA COUNTY CLERK (PHOTOGRAPH) (Paid by check, money order, or cash)

REQUIRED DOCUMENTS

1. PROOF OF CITIZENSHIP: One of the following:
 - Birth certificate - Original or certified copy containing full name, both parents names, embossed seal of the registrar of vital records and date filed. **NO HOSPITAL OR BAPTISMAL RECORDS ACCEPTED.**
 - Previous passport - Issued more than 15 years previous to current application. Children under 16 years old submitting a previous passport must also submit their original birth certificate.
 - Certificates of Naturalization or Citizenship - Original certificate with photo and embossed seal.
2. IDENTIFICATION: Current driver's license or non-driver ID, valid passport (if using for child passport) or Military ID.

ADDITIONAL IMPORTANT INFORMATION

1. Anyone applying for a passport must appear in person. No appointment is required. Please call our office with any additional questions you may have.
2. Persons 16 - 17 years old are able to apply independently if they have a valid driver's license and evidence of parental awareness (i.e. paying with parent's check). Otherwise, one parent must accompany applicant. If parent's present last name differs from the minor's last name and the parent's name on minor's birth certificate, original documentation connecting names must be provided.
3. Persons under 16 years old must have both parents present with valid ID. If parent's present last name differs from the minor's last name and the parent's name on minor's birth certificate, original documentation connecting names must be provided.

