

**TOWN OF PENDLETON**  
6570 Campbell Boulevard  
Lockport, NY 14094



**Deborah K. Maurer, Town Clerk**  
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### PASSPORT INFORMATION QUICK TIP SHEET

#### APPLYING for First Passport or One Issued Over 15 Years Ago: (Adult or Child 16 years or older)

1. **COMPLETE** an [Application for a U.S. Passport DS-11](#)
2. **BIRTH CERTIFICATE** – Original or Certified Copy **must** contain the following info:
  - A. Name of the Applicant
  - B. Date of Birth
  - C. Place of Birth
  - D. Parents' Names
  - E. File or Registration Date
  - F. Certification (Raised Seal)
3. **IDENTIFICATION** – Acceptable documentary evidence of identity
4. **ONE (1) PASSPORT PHOTO:** Photos can be taken at the Town Clerk's Office for \$15.00. They must be 2" x 2", full face, plain light background
5. **APPROPRIATE FEES:**
  - Adult, 16 years & older
    - Passport Book only \$130.00 payable to **U.S. Department of State**
    - Passport Book and Passport Card \$160.00 payable to **U.S. Department of State**
    - Passport Card only \$ 30.00 payable to **U.S. Department of State**
    - Execution Fee \$ 35.00 payable to **Pendleton Town Clerk**
  - Minor, under 16 years old
    - Passport Book only \$ 100.00 payable to **U.S. Department of State**
    - Passport Book and Passport Card \$ 115.00 payable to **U.S. Department of State**
    - Passport Card only \$ 15.00 payable to **U.S. Department of State**
    - Execution Fee \$ 35.00 payable to **Pendleton Town Clerk**

#### RENEWAL: You are qualified for this if the old passport was issued:

1. Within the past 15 years from the Date of Issuance
2. After your 16<sup>th</sup> birthday
3. You must submit your most recent passport
4. You are using the same name or can submit the marriage certificate or court order to show change of name

If you fulfill all of the above, submit by MAIL a [U.S. Passport Renewal Application for Eligible Individuals DS-82](#), along with one (1) new photo, your old passport, and a check or money order for \$130.00 for a book or \$30.00 for a card to the address listed on the renewal application form.

#### GENERAL INFORMATION:

1. Normal processing is within 30 business days (6 weeks) from the date of receipt.
2. If you have lost your passport, you must apply for a new one, not renew it.
3. Only one person may be on a passport. Each child must have their own passport.
4. Passports are valid for 10 years for an adult (16 and over) and 5 years for a minor.
5. A child needs to appear in person. Parents must accompany them to co-sign with them. **BOTH PARENTS MUST** sign for children under age 16 or proper notarized documentation **must be submitted from the parent who cannot appear.**
6. All expired passports are cancelled and returned to the customer with the new passport.

The Pendleton Town Clerk's Office acts as an acceptance agency to facilitate processing. We do **NOT** process applications nor can we trace them. For more information, contact:

THE NATIONAL PASSPORT INFORMATION CENTER  
1-877-487-2778 (TDD 1-888-874-7793)  
Website: [travel.state.gov](http://travel.state.gov) Email: [NPIC@state.gov](mailto:NPIC@state.gov)