



## WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

260 Cooper Road  
Rochester, New York 14617  
Telephone: (585) 336-3014  
Fax: (585) 336-3154  
www.westirondequoit.org

### PASSPORT APPLICATION OPPORTUNITY

The West Irondequoit Central School District Community Education Program together with the Monroe County Clerk Adam Bello is offering you the opportunity to apply for a passport at Irondequoit High School.

**When:** April 30, 2020

6:00 p.m. – 7:30 p.m.

**Where:** Irondequoit High School, Room 1214

***\*Please call the Community Education office at 336-3014 if you plan on attending.\****



**Jamie Romeo**  
*County Clerk*

### General Passport Information



Routine or expedited passport applications may be obtained and processed at the Office of the Monroe County Clerk located in the County Office Building, 39 W. Main St., Room 101 (at the corner of West Main and Fitzhugh Streets in downtown Rochester), Monday through Friday, 9:00 a.m. until 5:00 p.m. and the last Saturday of each month (except December) from 9:00 a.m. until 12:00 p.m. (Pistol permit services are available on the last Saturday of the month at the Clerk's Office, as well.)

**Passport Outreach is also regularly offered on Wednesdays at Pittsford Town Hall and on Thursdays at Greece Town Hall from 9:00 a.m. until 4:00 p.m.**

When applying for a passport, please be prepared to provide the following:

- A completed application, type written or neatly printed in black ink only. **Do not** sign the form until in the presence of a Clerk.
- Proof of U.S. citizenship in one of three forms:
  - a certified copy of your birth certificate with a **raised seal and parents' names listed**,
  - original naturalization papers, or

- an old U.S. passport issued in your name
- Proof of identity in the form of:
  - a valid NYS Driver License or non-Driver ID,
  - a valid military ID,
  - naturalization papers issued to you as an adult, or
  - an INS Alien Registration Card
- Two identical passport photos, 2" x 2" with a white background and a full front view of your head and shoulders. Pictures must be taken within the last six months. Pictures are available in the Monroe County Clerk's Office for a fee of \$7 per set.
- Appropriate fees in cash, check, money order, Visa, MasterCard or Discover
  - Adult (16 years or older) - \$110 for a passport book and/or \$30 for a passport card.
  - Child (under 16 years old) - \$80 for a passport book and/or \$15 for a passport card.
  - There is an additional **\$35** agency processing fee for each application (please note this fee increased effective April 2018.)
- Applicants between the ages of 16 to 18 must appear with a parent or legal guardian.
- Applicants under the age of 16 must appear with **BOTH PARENTS**.

Note: If you were born *in Monroe County* you may obtain a copy of your birth certificate by contacting the Bureau of Vital Statistics at 753-5141.

For quicker results, download a passport application, fill it out beforehand but do not sign it and bring it with you to the County Clerk's Office.

If you have any additional questions, please call 585 753-1600.

- Visit the [Monroe County Health Department's Office of Vital Records](#).