



Supervisor
Donald X. Clavin, Jr.



UNITED STATES PASSPORT BOOK and CARD

Information and Fee Guide



Town Clerk
Kate Murray

Town of Hempstead Acceptance Facility

1 Washington Street, Hempstead, NY 11550 • (516) 812-3100

An average application will require:

- A completed, but unsigned, DS-11 application
- Evidence of citizenship (original and photocopy must be submitted)
- Proof of identity (original must be presented and a photocopy, front and back, must be submitted)
 - *For minors, the parents listed on the birth certificate must be present. If they are not, then the application will require additional documentation.*
- A passport photo
- Check or money order for the passport fees (to be payable to the U.S. Department of State)
- Cash, check, money order for the execution fee (paid to Town of Hempstead)

Applications that involve: **name changes, adoptions, absent parent** and other special circumstances require additional documentation. Call NPIC at (877) 487-2778 for information.

SPECIAL CASES

If your documents do not match (name on documents are not consistent, etc.), you will need to provide additional original proof with seal. Please call NPIC for any special circumstances at (877) 487-2778.

**PASSPORT SERVICES ARE BY APPOINTMENT ONLY
CALL (516)812-3100 TO SCHEDULE**

FORM OF PAYMENT	
<i>Normal Service Fee:</i>	
Payable to: U.S. Department of State (one check/money order per application)	
Passport Book:	\$130.00 (16 years & older) \$100.00 (Under 16 years)
Passport Card:	\$30.00 (16 years & older) \$15.00 (Under 16 years)
Processing & Photograph Fee	
Cash, check or money order payable to: Kate Murray, Town Clerk	
Execution Fee:	\$ 35.00 per person
Photograph Fee:	\$ 10.00 per person
<i>Expedited Service Fee:</i>	
Payable to: U.S. Department of State (one check/money order per application)	
Passport Book:	\$190.00 (16 years & older) \$160.00 (Under 16 years)
Passport Card:	\$90.00 (16 years & older) \$75.00 (Under 16 years)
Processing & Photograph Fee	
Cash, check or money order payable to: Kate Murray, Town Clerk	
Execution Fee:	\$35.00 per person
Photograph Fee:	\$10.00 per person

You may also visit us online at
hempsteadny.gov/passport-services
or in person at
Hempstead Town Hall,
1 Washington Street, Hempstead, NY 11550

Contact the National Passport Information Center (NPIC) (877) 487-2778 or visit their website travel.state.gov for the specific fees and for any inquiries. Final determination of a U.S. Passport rests solely with the Department of State.

Please read the application carefully for all instructions and requirements.

Office Hours:

Monday through Friday 8 a.m. - 4:45 p.m.