

**IF YOU HAVE NOT YET APPLIED FOR YOUR PASSPORT, PLEASE DO SO
IMMEDIATELY.**

The closest office to campus is the Geneva Post Office located at 67 Castle Street in
downtown Geneva.

YOU MUST CALL TO MAKE AN APPOINTMENT! (315) 789-0922

WHEN APPLYING FOR A PASSPORT YOU WILL NEED THE FOLLOWING:

1. Two identical 2 x 2 standardized Passport photos taken in the past six months
(You can have passport photos taken at Rite Aid or Walgreen's in Geneva).
2. A Birth Certificate with a raised seal (or your most recent Passport) to be submitted to the Passport Agency with your application. Your Birth Certificate will be returned with your Passport. Expired Passports will be returned upon request. Hospital issued Birth Certificates are not acceptable
3. Passport applicants age 14 or under require both parental signatures or appropriate affidavit as necessary. Applicants ages 15-17 require one parental signature.
4. Fees are \$67.00 for adults (for children under 16, the cost is \$52.00). If you require a quicker than normal turn-around time, there is an extra \$60 expedite fee per applicant. Submit a check or money order made payable to: U.S. Department of State. The Department of State Passport Agency requires a separate check to be submitted with each application.

THE PASSPORT AGENCY WILL NOT ACCEPT CASH FOR AS PAYMENT FOR THIS FEE!!

5. A driver's license or other form of identification with picture or description and signature is required
6. A \$30.00 fee to cover the execution fee for the post office. This must be separate from the \$67 fee above, and may be cash, credit, debit or check made payable to the United States Postal Service.
7. Be sure to put your social security number on the application. The Passport Agency will not process the application without this.

Normal processing time for applicants is 6-8 weeks. This is subject to change depending on the time of year. Call the post office to find out the current estimated wait time.