All applicants must have the following documents when applying for a passport: proof of citizenship and primary identification. Children under the age of 16, must be present with both parents, have a birth certificate (must include both parents’ names) and photo I.D for each parent (if applicable). It is recommended that 16- and 17-year old individuals have at least one parent present.

Passport fees are as follows: $110 for Passport Book (16 years & older), $80 (15 years and under), $30 for Passport Card (16 years & older) and $15 (under 16 years). Expedited service fees are higher. Check or money orders must be made payable to the U.S. Department of State. A fee of $45 for a photo and mailing costs is payable to the Town of Hempstead by cash, check or money order.

For more information call (516) 812-3046 or visit www.HempsteadNY.gov
(Schedule subject to change.)