



Ontario County Clerk's Office

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Jean E Chrisman
County Clerk

Lisa A, Record
Deputy County Clerk

A vibrant community where every citizen has the opportunity to be healthy, safe, and successful.

PRESS RELEASE

FOR IMMEDIATE RELEASE

PLEASE TAKE NOTICE the Ontario County Clerk Jean Chrisman is pleased to announce that her office has recently received approval from the United States Department of State Office of Passport Affairs as a Passport Acceptance Facility. “The County Clerk’s office had provided this service prior to the pandemic and we are all excited to once again provide this service to the community. It is a service that is needed and many residents have asked about it.” Chrisman said.

Clerk Chrisman’s office will begin processing passport applications on Monday, July 15, 2024. Application acceptance hours will be by appointment only from 8:30 a.m. to 4:00 p.m., Monday through Friday, except legal holidays. Individuals and families can schedule their appointment up to 24 hours in advance using the link on the County Clerk Passport website page. Due to other office responsibilities, walk-in appointments will not be accommodated.

Anyone who needs the required 2” x 2” photo can have their photo taken and printed at the County Clerk’s office for a \$10.00 fee.

Should anyone have questions about the required paperwork needed to apply for a new passport or to renew an existing passport, a link to the travel.state.gov website can be found on the Ontario County Clerk’s passport website page: <https://www.ontariocountyny.gov/478/Passport-Instructions>

Application forms can be accessed through the County Clerk’s website passport page or through the travel.state.gov website. Application forms can also be obtained from the County Clerk’s office during normal business hours.

Any questions, please contact Ontario County Clerk Jean Chrisman at 585-396-4200 or jean.chrisman@ontariocountyny.gov.

Dated: 7/12/2024