



Broome County OFFICE OF THE COUNTY CLERK

Aaron M. Martin, County Clerk

News for Immediate Release
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Broome County Clerk Aaron Martin Announces a Passport Fair at Maine-Endwell High School

Endwell, NY – Broome County Clerk Aaron Martin announced that the Broome County Clerk's Office will be hosting a passport fair at the Maine-Endwell High School in the Town of Union at 750 Farm to Market Road, Endwell, NY 13760 on Monday, October 5th, 2026 from 5:00 PM to 7:00 PM.

Appointments are required for students, district employees and the general public to participate in the passport fair. Those interested in signing up can do so here: <https://passportfair.setmore.com/>.

"We're pleased to partner with Maine-Endwell High School to provide passport services to students, district employees and their families," said Broome County Clerk Aaron Martin. "Some customers may not be able to travel to our downtown Binghamton office during normal business hours. So, our off-site passport fairs gives them this opportunity."

The passport fair will be held in the Lecture Hall of the High School. Customers may enter through the rear of the building near the ticket booth. Application forms will be available and photos can be taken on site. A digital version of the application can be downloaded and printed in advance from www.travel.state.gov.

In order to receive service at the proposed passport fair, applicants must make an appointment and should bring with them the following items:

- 1) An original or a certified copy of their birth certificate with both parents names and a raised seal and a photocopy (front and back), or a naturalization certificate
- 2) Photo ID and a photocopy (front and back), or a current non-expired government ID and
- 3) Two (2) checks to cover the fees. Cash and credit cards are not accepted at passport fairs.

Applicants must also know the places and dates of birth of their parents to accurately complete the passport application. Children under 18 will need to be accompanied by their parents for a passport application. Please wear dark color clothing for the passport photo. Expedited applications cannot be processed at passport fairs. Passport application forms are available here: https://eforms.state.gov/Forms/ds11_pdf.PDF, but must be printed single sided and filled out in black ink.

The fees for passports are \$130 for adult applications and \$100 for children under the age of 16. Passport cards are also available but can only be utilized for land and cruise ship travel. The



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fees for passport cards are \$30 for adults and \$15 for children under the age of 16. There is a \$35 processing fee for each application and a \$10 fee for each passport photo.

For more information on the Broome County Clerk's Office, hours and available services, please visit <https://broomecountyny.gov/clerk>.

The County Clerk is the Records Management Officer for records in Broome County and is an agent to the New York State Department of Motor Vehicles.

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