



Broome County
OFFICE OF THE COUNTY CLERK

Aaron M. Martin, County Clerk

News for Immediate Release

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For More Information Contact

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Broome County Clerk Aaron Martin Announces a Passport Fair in the Town of Kirkwood

Kirkwood, NY – Broome County Clerk Aaron Martin and Town of Kirkwood Clerk Kelley Diffendorf announced that the Broome County Clerk's Office will be hosting a passport fair at the Town of Kirkwood Town Hall at 70 Crescent Drive in Kirkwood on Monday, July 20th, 2026 from 5:00 PM to 7:00 PM.

Appointments are required 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 the Town of Kirkwood and Town Clerk Kelley Diffendorf to provide passport services to residents of Broome County," 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 Town of Kirkwood is excited to partner with the Broome County Clerk's Office in hosting a passport fair on July 20, 2026," said Town Clerk Kelley Diffendorf. "Our residents and neighboring communities will all benefit from the convenience of processing their passports closer to home."

The passport fair will be held in the Board Room of the Town of Kirkwood Town Hall and customers may use the main entrance to the building. 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.



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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 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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