

Passport Information

Surrendering of Passports

If the Court has ordered you to surrender a passport or other form of non-cash collateral, you must take it to the Cashier window at the Clerk's Office to be receipted. All passports are maintained by the Finance & Accounting Department until final disposition of the case.

Disposition of Passports

✓ **Case Dismissed or Defendant Not Convicted**

If the criminal case has been dismissed, or the Defendant has not been convicted, then ***the original receipt must be submitted*** to the Finance & Accounting Department of the Clerk's Office. The appropriate Form PS-40 or PS-40A will be generated by the Probation Office indicating the passport can be returned to the Defendant. Only then can the passport be released.

✓ **Defendant Convicted - DOMESTIC Passport**

If a Defendant has been convicted and sentenced, the passport will no longer be maintained by the Clerk's Office. If you surrendered a **domestic passport** (issued by the United States) your passport will automatically be forwarded to:

**U.S. Department of State
Office of Legal Affairs & Passport Services
44132 Mercure Circle, PO Box 1243
Sterling, VA 20166-1243
Phone # (202) 663-2662**

✓ **Defendant Convicted - FOREIGN Passport**

If a Defendant has been convicted and sentenced, the passport will no longer be maintained by the Clerk's Office. If you surrendered a **foreign passport** (issued by a country outside of the United States) your passport will automatically be forwarded to:

**Immigration & Customs Enforcement - ERO
250 Delaware Avenue
Buffalo, NY 14202
Phone # (716) 551-4741 ext. 2500**

Questions regarding passports should be directed to the Finance & Accounting Department at (716) 551-1730.