



## **INSTRUCTIONS TO TOWN AND CITY CLERKS**

1. The applicant must be a resident of Vermont and the municipality where application is made. Legal residency shall be the same as for voting.
2. The applicant must swear under oath that he/she is:
  - a. a legal resident of Vermont
  - b. age 62 or older, or
  - c. a Veteran of the uniformed services - Provide form DD214 or see indication on driver's license (after 7/1/13).
3. Clerks may contact the VT office of Veterans Affairs at 888-666-9844 with any questions or concerns regarding verification of form DD214.
4. Applicant must fill out the application and pay \$2.00.
5. Clerk certifies application and fills out Passport card and gives it to applicant.
6. Clerk maintains record for:
  - a. Fiscal accounting for town or city records.
  - b. Replacing lost Passports or changing data on Passports.
  - c. Reporting number of Passports issued, upon request.
7. For application forms and Passports, contact:

Vermont Department Disabilities, Aging and Independent Living  
103 South Main Street  
Waterbury, VT 05671-1601

Current Phone Number: 802-871-3344