

**ELIZABETH A. NEVILLE, RMC, CMC**  
**TOWN CLERK**

REGISTRAR OF VITAL STATISTICS  
MARRIAGE OFFICER  
RECORDS MANAGEMENT OFFICER  
FREEDOM OF INFORMATION OFFICER



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**OFFICE OF THE TOWN CLERK**  
TOWN OF SOUTHOLD

May 23, 2011

U.S. Department of State  
New York Passport Agency  
Attention: CSM David Kamenshine  
376 Hudson Street, 10<sup>th</sup> Floor  
New York, NY 10014-3621

Dear Mr. Kamenshine,

It is with deep regret that I must inform you that I will no longer be able to accept passport applications at the Southold Town Clerk's Office. Due to staff cutbacks and insufficient office space, I cannot meet the new regulations requiring a separation of duties of staff members and office space between the issuance of birth certificates and acceptance of passport applications. Although I did not receive the October 29, 2010 letter from the Department of State at Washington, D.C., one of my Town Clerk colleagues told me about it at our NYSTCA Annual Conference on May 1<sup>ST</sup> and gave me a copy of the letter. Our "grandfathered" status would have expired on that date. I immediately removed my Facility Certificate and discontinued accepting passport applications. As a matter of fact, the last date we accepted a passport application was on April 15, 2011. Our local post offices and our Suffolk County Clerk's Office accept passport applications. So our residents will still have a venue for this service. I have enclosed my original facility certificate and hours of operation notice.

It has been a pleasure working with you and the members of your staff over the years. We will miss the good relationship we had with everyone.

Wishing you all the best,

Sincerely,

Elizabeth A. Neville  
Southold Town Clerk

Enclosures (2)

**BUREAU OF CONSULAR AFFAIRS  
PASSPORT SERVICES**

Department of State

Washington, D.C.



*Certificate of Designation*

PASSPORT AGENT


Southold Town Clerk's Office

Southold, NY

is hereby designated as an Agent of the Department of State for the purpose of accepting applications for passports and administering oaths in connection therewith. This designation will remain in effect only during assignment to a position requiring such authorization.

Date April 2001



  
DEPUTY ASSISTANT SECRETARY  
FOR PASSPORT SERVICES

## NOTICE

Effective May 9, 2001 the Southold Town Clerk's Office will begin processing applications for passports. You may request applications over the counter or telephone at any time and information on the internet <http://travel.state.gov>

However, applications will be accepted for review and processing only on

Wednesdays

9:00 a.m. – 12:00 p.m.

and

2:00 p.m. – 3:00 p.m.

I am pleased to be able to provide this added service to the public and look forward to assisting you with your applications.

Elizabeth A. Neville

Southold Town Clerk