



Township of Schaumburg
1 Illinois Boulevard
Hoffman Estates, IL 60169
847-285-4561 (Passport Office)

CHECKLIST FOR APPLICANTS 16 OR 17 YEARS OLD

PAYMENT FOR THE PASSPORT FEE MUST BE CHECK OR MONEY ORDER – NO CASH OR CARD.

Please review the requirements below and have them with you when you arrive for passport service

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| | Completed DS-11 application filled out in BLACK INK ONLY. Do not use whiteout. Application must be single-sided, not two-sided. Correction of errors on the application will no longer be accepted. If an error is made, that page in the application must be filled out again. |
| | Passport Photo – Photos taken at Township for \$10.00 |
| | Certified Birth Certificate – must contain names of parents |
| | DS-64 – If you had a previous Passport Lost or Stolen this form needs to be filled out |
| | If you had Legal Name Change Document – Marriage Certificate, Divorce Decree stipulating change of name, etc. |
| | If you had Old Passport, must submit with application |
| | One parent must accompany applicant to also sign application – must have current photo ID |
| | Current ID of applicant – Driver's license, State ID, or School ID |
| | Check or money order payable to U.S. Department of State |
| | Cash, check/money order, or card for fees to Schaumburg Township. 4% service fees for cards. |

Fee to U.S. DEPARTMENT OF STATE: **\$130 FOR BOOK, \$30 FOR CARD.**

Must be check or money order. Cannot accept cash or debit/credit card. In memo section please write applicant's name and birthdate.

Fees to SCHAUMBURG TOWNSHIP: **\$35 agency fee, \$10 for photo.**

Fees can be combined into one payment. Check/money order, cash or debit/credit card accepted. 4% service fee for cards.

If you need to expedite your application you will need to add an additional **\$60** to the fee payable to the U.S. Department of State.