



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

## CHECKLIST FOR ADULT APPLICANTS

**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**

|  |   |
|--|---|
|  | 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 or  |
|  | Original Naturalization Document  |
|  | Current driver's license or State ID  |
|  | DS-64 – If had Previous Passport Lost or Stolen form filled out   |
|  | Legal Name Change Document – Marriage Certificate, Divorce Decree stipulating change of name, etc. (IF  |
|  | Old Passport  |
|  | Check/money order for payment of fee to U.S. Department of State  |
|  | Check/money order, cash or debit/credit card for payment of fees to Township of Schaumburg. 4% service fee 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 card. In memo section please write applicant's name and birthdate.

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

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

If you wish to expedite your application, there is an additional fee of **\$60** to be included in the fee to the U.S. Department of State.