



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

CHECKLIST FOR ADULT RENEWAL 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

The DS-82 is for an adult renewal whose old passport was a 10-year passport and either has not expired or has been expired less than 5 years. Send your old passport with application. Applicants who are 18 years old and older whose previous passport was a 5 year passport or who have lost their old passport or whose passport expired over 5 years prior must apply with a DS-11 application.

	Completed DS-82 application filled out in BLACK INK ONLY. 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
	Old Passport
	Legal Name Change Document – marriage certificate, divorce decree stipulating name change, etc. Must be original.
	Check or money for fee to U.S. Department of State
	Check/money order, cash, or debit/credit card for 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 debit/credit cards. In memo section please write applicant's name and birthdate.

Fees to SCHAUMBURG TOWNSHIP: **\$10 FOR PHOTO, \$10 FOR RENEWAL**

Check/money order, cash or card. 4% service fee for cards.

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