



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

CHECKLIST FOR FOREIGN BORN CHILD APPLICANT IF PARENTS ARE NATURALIZED U.S. CITIZENS

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

	DS-11 completed using 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.
	Original foreign birth certificate and translation if necessary
	Child's Consular Card (green card) or foreign passport with I-551 stamp
	Original of parents' naturalization documents
	Original of parents' marriage certificate & translation if necessary
	Both parents must accompany applicant along with their current photo IDs
	Parents' name change documents if they have a different name than what is on child's birth certificate
	Passport photo – can be taken at Township for \$10
	Fee payable to U.S. Department of State – Check or money order.
	Fees payable to Schaumburg Township

Fee payable to U.S. DEPARTMENT OF STATE:

MUST BE CHECK OR MONEY ORDER – NO CASH OR CARD. In memo section please write name of applicant and birthdate. 16- OR 17-YEAR-OLD - **\$130 FOR BOOK, \$30 FOR CARD**. UNDER 16 - **\$100 FOR BOOK, \$15 FOR CARD**

Fees payable to SCHAUMBURG TOWNSHIP - **\$35 agency fee, \$10 photo**

Payable by check/money order, cash or debit/credit card and can be combined. 4% service fee for cards.

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