



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

CHECKLIST FOR APPLICANTS UNDER AGE OF 16

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 – 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. |
| | Original certified birth certificate – must have names of parents |
| | Passport photo – can be taken at Township for \$10 |
| | Parents listed on birth certificate must accompany child with their current photo IDs. If a parent is deceased, must have original death certificate. If one parent cannot accompany, that parent must fill out DS-3053, have it notarized, and provide copy of front & back of photo ID. Please have both on one side of one paper. Do not enlarge. |
| | DS-64 – If you had a previous Passport Lost or Stolen this form needs to be filled out |
| | If you had Old Passport, Must submit with Application |
| | Check or money order payable to U.S. Department of State |
| | Fees to Schaumburg Township – can be check/money order, cash, or debit/credit card. 4% service fee for cards. |

Fee to U.S. DEPARTMENT OF STATE: **\$100 FOR BOOK, \$15 FOR CARD.**

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

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

Can be combined into one payment – check/money order, cash or card. 4% service fee for cards.