



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

DETAILED INSTRUCTIONS FOR COMPLETING DS-11

It is very important that the application is filled out and time is taken to write legibly. The application must be filled out in BLACK ink only or typed. Fillable forms of the application are available online at www.SchaumburgTownship.org When printing the document:

- Print out one-sided - not two-sided
- Do not reduce or enlarge size of application. If you do this you will have to complete another application as passport services will not accept applications that are not the normal 8 1/2" x 11".

Applications available at www.Travel.State.gov When filling out the application online, please fill in ALL blanks even if they say "Optional".

Please have the application completed prior to coming in. If you have any questions, leave the section blank. A Passport Acceptance Agent will assist you.

For best legibility, use block lettering when completing the application: A B C...

Pay special attention to those items marked with * as they are the questions that frequently have errors or are not filled in. Please take your time and print carefully. Passport Services is no longer accepting applications with items crossed out and corrections written above or beside it. A new application will have to be completed. "White Out" and cross outs are not accepted.**

First Page

******* At the top of the application you should indicate if you want the passport book, passport card or both. Mark the desired item(s) with an "X". Next you need to indicate whether you need a regular sized book or a large sized book. Regular books include 28 pages, large includes 52 pages for those that travel more.

#1 – Applicant's name – Last name is entered on the first line; first name and middle name on the second line.

#2 – Applicant's date of birth – Enter as mm/dd/yyyy

#3 – Mark Male or Female

#4 – Place of birth – city & state or city & country if foreign birth

#5 – Social Security Number – **must have SS# of applicant**

#6 – E-mail address – Very helpful; can be parent's email if applicant is child

#7 – Must have phone number

#8 – This is the address you want passport mailed to. First line is the street number and street name. Second line is for an Apartment #, Suite #, In Care Of, etc. Third line is town/city, state, and zip code

#9 –*** Names applicant has used in the past i.e. maiden name, other married name, previous name if you have had a legal name change

Second Page

Please enter applicant's name at the top of the second page – last name first and then first & middle. Enter date of birth. This is needed in case the second page gets separated from the first page.

#10 –*** Names of parents of applicant – first & middle and then last name (**mother's name must be her maiden name**), date of birth of parents and place of birth. Also indicate male/female and whether or not they are citizens of the U.S. This information is required even if the parents are deceased.

#11 – This question is about the applicant, not the parents. If the answer is Yes, please answer the other questions in this section. If No, skip to #12

#12 – Please provide a second phone number if you have one

#13 –*** Applicant's occupation. If under 16 please write "Child". If applicant is a student aged 16 and older write "student" and the name of the school in #14. If applicant is an adult write the occupation in #13 and where the applicant works in #14.

#15, #16 & #17 – Personal identification.

#18 – If applicant has travel dates, please enter information. If no travel plans you can write N/A in each space.

#19 – If applicant has another address that is different than the address in #8, please enter here

#20 – ***Emergency contact should be someone who is NOT traveling with the applicant. DO NOT ENTER SPOUSE OR PARENT IF THAT PERSON WOULD GENERALLY BE TRAVELING WITH APPLICANT.

#21 – Please enter any information about a previous U.S. passport applicant may have had. If applicant has an old passport it will need to be submitted with the applicant. If so, mark "Submitting with Application".

DO NOT WRITE ANYTHING IN THE BOTTOM HALF SECTION OF THE FIRST PAGE OF THE APPLICATION. DO NOT ATTACH PICTURE. DO NOT SIGN THE APPLICATION – APPLICANT MUST SIGN IN FRONT OF PASSPORT AGENT.