



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

INSTRUCTIONS FOR COMPLETING DS-82

This application is used to renew a 10 year passport that either has not expired yet or expired within the last 5 years. If the previous passport was a 5 year passport (passport for a minor), the applicant cannot use the DS-82. They must apply using a DS-11. A fillable application is available on www.SchaumburgTownship.org. After you have completed the application print it out and bring it with you. When printing it out please:

- Print it out one-sided – not two-sided
- Do not reduce or enlarge size of application. Passport services will not accept applications that are not the normal 8 ½"x11" size. You will have to fill out a new application.

Please fill in all blanks even if the website says "Optional". If your passport expired more than 5 years ago or you no longer have it in your possession you will have to apply using the DS-11 application and make an appointment.

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 application 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 will need to indicate whether you want a passport book, passport card, or both. Then mark if you want a regular or large size book. The only difference in them is that a large book has more pages and is typically needed by those people who travel extensively.

#1 – Applicant's Name – Last name on the first line. First and middle name on the second line.

#2 – Date of Birth – mm/dd/yyyy

#3 – Indicate if the applicant is male or female

#4 – City & State or City & Country if foreign birth

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

#6 – The email address is very important

#7 – A phone number is necessary

#8 – This address is where you want the passport mailed to. The first line is for the house number and street name. The next line is for an apartment #, suite #, in care of, etc. The third line is for the city, state and zip code.

#9 – *** Other names you have used. This usually is for maiden name, other married name, previous name that was legally changed, etc.

#10 – Enter information from old passport

#11 – Name change information per marriage or court ordered name change

Just below the area that is titled “Continue to Page 2” there is the space for the applicant to sign the application and date it.

Second Page

At the top of the second page, please write the name of the applicant (last name first and then first and middle names. Enter date of birth.

#12, #13, #14 – Personal Information

#15 & #16 – Occupation and Employer

#17 – Please provide if you have an additional phone number

#18 – List your address if it is different from the address that you entered on page 1.

#19 – ***The emergency contact is someone that would NOT be traveling with you. DO NOT ENTER YOUR SPOUSE IF YOU WOULD GENERALLY BE TRAVELING WITH THEM.

#20 – If you have travel plans please enter here. If you do not have travel plans please enter “N/A” in these 3 blocks.

You will need a passport photo to staple (DO NOT GLUE ON) on the application in the appropriate space. We do take photos and the fee is \$10. You can also mail this application yourself. The address for mailing is on page 2. It is the Irving, TX address listed on the application. You can expedite the application by including an additional \$60 to the U.S. Department of State. The address to send expedited applications to is the P.O. Box 90955, Philadelphia, PA address.

If you need further assistance with this application please call 847-285-4561.