



PASSPORT CHECKLIST 15 AND YOUNGER

All Applicants 15 and Under

BRING WITH YOU:

1

APPLICANTS & PARENTS/GUARDIANS*

- All applicants must be present.
- All parents/guardians listed on birth certificate must also accompany child and bring their current and valid 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.
- If you have sole legal custody, bring any legal documents explicitly stating so.

2

PASSPORT APPLICATION FORMS*

- Form DS-11. Applicants 15 and under always use Form DS-11 regardless of previous passport.
- Forms DS-11 AND DS-64 if previously issued passport is lost or stolen.



BLACK INK ONLY!

All applications must be completed in **black ink** only.

3

VALID PHOTO ID

Each parent/guardian must bring a valid photo ID. Most common is a driver's license. Find a full list of accepted IDs here: tinyurl.com/3r978mzn.



4

PROOF OF CITIZENSHIP

- A birth certificate listing parent(s)' full names is required.
- Certificate of Citizenship such as a parent's naturalization document if under 18 years old.
- Consular Report of Birth Abroad



5

CHECK OR MONEY ORDER

A check or money order must accompany each application.

6

OLD PASSPORT

If you have your old passport - bring it! You'll need to send it with your application.

Find a full list of accepted citizenship evidence here: tinyurl.com/2h6vcrsd. Original documents only.

*Forms available on schaumburgtownship.org. Print single-sided.

PASSPORT FEES

There are two sets of fees when applying for a passport - one to the U.S. Department of State and one to the acceptance agency (Township of Schaumburg).

U.S. DEPARTMENT OF STATE PASSPORT FEES

- | | |
|---|---------|
| • Child Passport Book (Air, Land & Sea) | \$100 |
| • Child Passport Card (Land & Sea) | \$15 |
| • Expedited service** | \$60 |
| • 1-2 day return shipping** | \$21.36 |

TOWNSHIP PASSPORT FEES

- | | |
|-----------------------------------|------|
| • DS-11 application execution fee | \$35 |
| • 2" x 2" passport photos** | \$10 |

**Optional

PAYMENT OPTIONS TO U.S. DEPARTMENT OF STATE



Money order



Personal check



No cash



PAYMENT OPTIONS TO TOWNSHIP OF SCHAUMBURG



Money order



Personal check



Cash or credit card*

*4% service fee on credit card transactions

WALK-IN PASSPORT SERVICE



HOURS

Monday-Friday
9am-4pm



LOCATION

One Illinois Blvd.,
Hoffman Estates, IL 60169



PHONE

847-285-4561



WEBSITE RESOURCES

- schaumburgtownship.org/services/us-passport/
- travel.state.gov