



ADULT PASSPORT CHECKLIST

First Time Applicants & Applicants with Expired Passports over 15 years old

BRING WITH YOU:


1 YOURSELF
All applicants must be present.



2 PASSPORT APPLICATION FORMS*

- Form DS-11 is for first time passports OR if the last passport was issued more than 15 years ago.
- Adult passports are valid for 10 years and are issued to persons 16 and older.
- 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
Most common is a driver's license. Find a full list of accepted IDs here: tinyurl.com/3r978mzn.



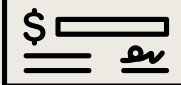
4 PROOF OF CITIZENSHIP
Most common:

- Birth certificate (listing both parents)
- Certificate of Naturalization
- Previously issued passport

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



5 CHECK OR MONEY ORDER
A check or money order must accompany each application.



6 OLD PASSPORT
Bring most-recent old passport. It must accompany your application.

Adult Renewal

Qualifying applicants can ask the Township to help review/mail renewals or mail themselves: tinyurl.com/mr2w7v32

BRING WITH YOU:

- Form DS-82
- Passport
- Check or money order per application.
- A passport photo - the Township takes them onsite.
- If you had legal name change, bring the document stipulating the change. For example: marriage certificate.

RENEWAL QUALIFICATIONS:

- Adult applicants (10-year passport) that's valid/has expired within the last 5 years may renew with Form DS-82.
 - Minors 15 and under, 5-year passport holders and those with expired passports more than 5 years **CANNOT** renew and must use Form DS-11.
- Passports must be submitted with the application.
 - Applicants **CANNOT** renew passports that are lost/stolen/damaged beyond normal wear with Form DS-82 and must use Form DS-11 at the Township.

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	
• Adult Passport Book (Air, Land & Sea)	\$130
• Adult Passport Card (Land & Sea)	\$30
• 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
• Renewal mailing**	\$10

U.S. DEPARTMENT OF STATE PAYMENT OPTIONS



Money order



Personal check



No cash



TOWNSHIP OF SCHAUMBURG PAYMENT OPTIONS


Money order


Personal check


Cash or credit card*

*4% service fee on credit card transactions

*Forms available on schaumburgtownship.org/services/us-passport/
**Optional

Passport service is walk-in only Monday-Friday from 9am-4pm. Contact the Clerk's Office at 847-285-4561.