



Township of Schaumburg
1 Illinois Boulevard
Hoffman Estates, IL 60169
847-285-4561

DETAILED INSTRUCTIONS FOR COMPLETING FORM DS-11

It is very important the application is filled out carefully and legibly. The application must be filled out in **BLACK INK** only or typed. Fillable forms of the application are available online. When printing the document, print single-sided. Application is available at www.travel.state.gov

Please have your application completed prior to your visit. 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.**

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". You also need to indicate whether you need a regular-sized book or a large-sized book. Regular books include 28 pages while large include 52 pages for those travelling internationally often.

#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 – Indicate applicant's gender.

#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 should the State Department have any issues as they'll send an email as well as mail a letter. The email can be a parent's email if the applicant is a child.

#7 – Phone number is required.

#8 – This is the address you want your 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.

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.

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.

#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 their gender and U.S. citizenship status. 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 response is no, skip to #12.

#12 – Please provide an additional phone number if you have one.

#13 – *** Applicant's occupation. If under 16 please write "Child". If the 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 information.

#18 – If applicant has travel dates, please enter information. If not, write "None" in the first block.

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

#20 – *** Emergency contact should be someone who is **NOT** traveling with 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."

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