



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

INSTRUCTIONS FOR COMPLETING FORM 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 (minor passport), the applicant **cannot** use Form DS-82 but instead use Form DS-11. Applications are available at the Township, post offices and online at travel.state.gov. You may fill out the application on the website then print it out one-sided. If your passport expired more than 5 years ago or is no longer in your possession, you'll have to apply using Form DS-11.

Please have the application completed prior to visiting the Township. 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 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 between them is that a large book has more pages and is typically needed by those people who travel extensively for work.

#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 the applicant's gender.

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

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

#6 – The email address is important.

#7 – A phone number is required.

#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 old passport information.

#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 not, please enter “None” in the first block.

You will need a passport photo to staple (DO NOT GLUE ON) on the application in the appropriate space. We do take photos onsite for a \$10 fee. You may mail this application yourself. If electing **routine service**, mail your application to **National Passport Processing Center PO Box 640155 Irving, TX 75064-0155**. If electing **expedited service**, mail it to **National Passport Processing Center PO Box 90955 Philadelphia, PA 19190-0955**. These addresses can also be found on the application’s second page. If you’d like us mail the application for you, please stop by the clerk’s office at the Township. There is a \$10 fee payable to the Schaumburg Township to cover the cost of the postage and supplies.

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