

What Do I Need for a NEW Passport?

Before you see a Passport Acceptance Agent, please review this checklist for all of your required paperwork, and payments. **If you want to renew your passport, you must fill out a DS-82 and mail in your application.**

- Application (s):** Completed DS-11 application in **BLACK INK**. If you printed the application from the internet, make sure that it is NOT double sided. Do not sign application until asked to by the agent.
- Valid Photo Identification with Front and Back Copy:** Applicants and parents of applicants under 16 must have a valid photo ID. A copy of the photo ID, front and back on one piece of paper is required. Proper ID guidelines are found at <http://travel.state.gov>
- Original Proof of Citizenship & a Copy:** Such as certified, original, long form birth certificates, naturalization papers, or a U.S. Passport for applicants over the age of 16.
- Current Passport Photo (2" X 2"):** Passport photos may be taken at Walgreen's, Costco, and other stores. Please note that eyeglasses must be removed for passport photos, and photos must be taken within the last 6 months.
- Fees:** There are **two** fees that you need to pay today in order for a White Oak Library District Passport Acceptance Agent to process your request.

- 1. Check or money order made payable to **U.S. Department of State**

Adult (16+)	<input type="checkbox"/> Passport Book \$130	<input type="checkbox"/> Passport Card \$30	<input type="checkbox"/> Both \$160
Minor	<input type="checkbox"/> Passport Book \$100	<input type="checkbox"/> Passport Card \$15	<input type="checkbox"/> Both \$115

Optional Fees: Expedite Fee \$60 Overnight Return Delivery \$18.32

- 2. Cash, check, or credit card made payable to **White Oak Library District**
 Execution Fee \$35.00 Priority Mail Express (optional) \$26.95

My U.S. Department of State Fees \$ _____

My White Oak Library District Fees \$ _____

Passport Acceptance Walk-in Hours

(Appointments preferred)

Sunday: None

Monday - Thursday: 11:00 am - 7:00 pm

Friday: 11:00 am - 3:00 pm

Saturday: By appointment only

Questions?

Crest Hill Branch: 815-725-0234, press 2

Lockport Branch: 815-838-0755, press 3

Romeoville Branch: 815-886-2030, press 1

www.whiteoaklibrary.org/passports

White Oak Library District