

## 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+)**      ☐ Passport Book \$130      ☐ Passport Card \$30      ☐ Both \$160
  - Minor**      ☐ Passport Book \$100      ☐ Passport Card \$15      ☐ Both \$115
  - Optional Fees:    ☐ Expedite Fee \$60    ☐ Overnight Return Delivery \$19.53

- ☐ 2. Cash, check, or credit card made payable to **White Oak Library District**
  - ☐ Execution Fee \$35.00      ☐ Priority Mail Express (optional) \$28.75

**My U.S. Department of State Fees**      \$ \_\_\_\_\_

**My White Oak Library District Fees**      \$ \_\_\_\_\_

### Passport Acceptance Walk-in Hours

(No passports between 12:00 - 2:00 pm)

Sunday: CLOSED

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](http://www.whiteoaklibrary.org/passports)

# White Oak Library District