

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 (& Copy)
Applicants and parents of applicants under 16 must have a valid photo ID. Proper ID guidelines are found at <http://travel.state.gov>

Original Proof of Citizenship (& 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 in 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 Checks or money order made payable to **U.S. Department of State**

Adult (16+) Passport Book: \$110 Passport Card \$30 Both \$140

Minor Passport Book \$80 Passport Card \$15 Both \$95

Expedite Fee \$60 Overnight Return Delivery \$15.45

2 Cash or check made payable to **White Oak Library District**

Execution Fee \$25 Priority Mail Express (optional) \$23.75

My U.S. Dept. of State Fees: \$ _____ My White Oak Library District Fees: \$ _____

White Oak
Library District

Questions?

Crest Hill Branch: 815-552-4270

Lockport Branch: 815-552-4260

Romeoville Branch: 815-552-4200

www.whiteoaklibrary.org/passports