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 $110	□ Passport Card $30	□ Both $140
Minor	□ Passport Book $80	□ Passport Card $15	□ Both $95

Optional Fees: □ Expedite Fee $60 □ Overnight Return Delivery $17.56

☐ 2. Cash, check, or credit card made payable to **White Oak Library District**

□ Execution Fee $35.00 □ Priority Mail Express (optional) $26.35

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

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White Oak Library District