



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

## CHECKLIST FOR APPLICANTS 16 OR 17 YEARS OLD

PAYMENT FOR THE PASSPORT FEE MUST BE CHECK OR MONEY ORDER – NO CASH OR CARD.

Below is a list of items that are needed, bring items required if

	Completed DS-11 application filled out in BLACK INK ONLY. Do not use whiteout. If you make mistake, cross out and rewrite.
	Passport Photo – Photos taken at Township for \$10.00
	Certified Birth Certificate – must contain names of parents
	DS-64 – If you had a previous Passport Lost or Stolen this form needs to be filled out
	If you had Legal Name Change Document – Marriage Certificate, Divorce Decree stipulating change of name, etc.
	If you had Old Passport, Must submit with Application
	One parent must accompany applicant to also sign application – must have current photo ID
	Current ID of applicant – Driver’s license, State ID, or School ID
	Check or money order payable to U.S. Department of State
	Cash, check/money order, or card for fees to Schaumburg Township. 4% service fees for cards.

Fee to U.S. DEPARTMENT OF STATE: **\$110 FOR BOOK, \$30 FOR CARD.**

Must be check or money order. Cannot accept cash or debit/credit card. In memo section please write applicant’s name and birthdate.

Fees to SCHAUMBURG TOWNSHIP: **\$35 agency fee, \$10 for photo.**

Fees can be combined into one payment. Check/money order, cash or debit/credit card accepted. 4% service fee for cards.