



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

CHECKLIST FOR APPLICANTS UNDER AGE OF 16

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 – filled out in BLACK INK ONLY. Do not use whiteout. If you make a mistake just cross out and rewrite.
	Original certified birth certificate – must have names of parents
	Passport photo – can be taken at Township for \$10
	Parents listed on birth certificate must accompany child with their current photo IDs. If a parent is deceased, must have original death certificate. If one parent cannot accompany, that parent must fill out DS-3053, have it notarized, and provide copy of front & back of photo ID. Please have both on one side of one paper. Do not enlarge.
	DS-64 – If you had a previous Passport Lost or Stolen this form needs to be filled out
	If you had Old Passport, Must submit with Application
	Check or money order payable to U.S. Department of State
	Fees to Schaumburg Township – can be check/money order, cash, or debit/credit card. 4% service fee for cards.

Fee to U.S. DEPARTMENT OF STATE: **\$80 FOR BOOK, \$15 FOR CARD.**

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

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

Can be combined into one payment – check/money order, cash or card. 4% service fee for cards.