



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

INSTRUCTIONS FOR COMPLETING DS-82

This application is used to renew a 10 year passport that either has not expired yet or expired within the last 5 years. If the previous passport was a 5 year passport (passport for a minor), the applicant cannot use the DS-82. They must apply using a DS-11. Applications are available at the Township office, Post Offices, and online at Travel.State.gov You can fill out the application on the website and then print it out. Please print it out one-sided. If your passport expired more than 5 years ago or you no longer have it in your possession you will have to apply using the DS-11 application.

Please have application completed prior to your appointment. If you have any questions, leave the section blank. A Passport Acceptance Agent will assist you. Use block lettering:

For best legibility use block lettering when completing the application: A B C ...

Pay special attention to those items marked with * as they are the questions that frequently have errors or are not filled in.**

First Page

*** At the top of the application you will need to indicate whether you want a passport book, passport card, or both. Then mark if you want a regular or large size book. The only difference in them is that a large book has more pages and is typically needed by those people who travel extensively for work.

#1 – Applicant's Name – Last name on the first line. First and middle name on the second line.

#2 – Date of Birth – mm/dd/yyyy

#3 – Indicate if the applicant is male or female

#4 – City & State or City & Country if foreign birth

#5 – Social Security Number – **must have SS# of applicant**

#6 – The email address is very important

#7 – A phone number is necessary

#8 – This address is where you want the passport mailed to. The first line is for the house number and street name. The next line is for an apartment #, suite #, in care of, etc. The third line is for the city, state and zip code.

#9 – *** Other name you have used. This usually is for maiden name, other married name, previous name that was legally changed, etc.

#10 – Enter information from old passport

#11 – Name change information per marriage or court ordered name change

Just below the area that is titled “Continue to Page 2” there is the space for the applicant to sign the application and date it.

Second Page

At the top of the second page, please write the name of the applicant (last name first and then first and middle names. Enter date of birth.

#12, #13, #14 – Personal Information

#15 & #16 – Occupation and Employer

#17 – Please provide if you have an additional phone number

#18 – List your address if it is different from the address that you entered on page 1.

#19 – ***The emergency contact is someone that would NOT be traveling with you. DO NOT ENTER YOUR SPOUSE IF YOU WOULD GENERALLY BE TRAVELING WITH THEM.

#20 – If you have travel plans please enter here. If you do not have travel plans please enter “N/A” in these 3 blocks or leave blank.

You will need a passport photo to staple (DO NOT GLUE ON) on the application in the appropriate space. We do take photos and the fee is \$10. You will need to make an appointment for a photo. The phone number is 848-285-4561. You can mail this application yourself. The address for mailing is on page 2. It is the Irving, TX. (DUE TO COVID-19 THE PASSPORT SERVICE IS NOT ACCEPTING EXPEDITED APPLICATIONS SO DO NOT MAIL TO PHILADELPHIA ADDRESS UNTIL FURTHER NOTICE. IF YOU DO ADD THE \$60 EXPEDITE FEE AND MAIL TO PHILADELPHIA YOUR ENVELOPE WILL BE PUT IN ORDER OF RECEIPT AND WILL BE PROCESSED AS A REGULAR PASSPORT. YOU WILL LOSE YOUR \$60 AS PASSPORT SERVICES DOES NOT ISSUE REFUNDS.) If you want to have us mail the application for you, please call 847-285-4561 and make an appointment. There is a \$10.00 fee payable to the Schaumburg Township to cover the cost of the postage and supplies.

If you need further assistance with this application please call 847-285-4561.