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 $130 ☐ Passport Card $30 ☐ Both $160
   Minor ☐ Passport Book $100 ☐ Passport Card $15 ☐ Both $115
   Optional Fees: ☐ Expedite Fee $60 ☐ Overnight Return Delivery $18.32

☐ 2. Cash, check, or credit card made payable to White Oak Library District
   ☐ Execution Fee $35.00 ☐ Priority Mail Express (optional) $26.95

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

White Oak Library District