

What Do I Need for a NEW Passport?

We created this checklist to aid you in figuring out your passport fees. 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. The original will be returned to you by the U.S Department of State
- 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.

- Fee #1** The application fee and any additional service fees must be paid by check (personal, certified, cashier's, or traveler's) or money order made payable to: **U.S. Department of State**

Adult (16+)	<input type="checkbox"/> Passport Book \$110	<input type="checkbox"/> Passport Card \$30	<input type="checkbox"/> Both \$140	MY TOTAL:	\$
Minors	<input type="checkbox"/> Passport Book \$80	<input type="checkbox"/> Passport Card \$15	<input type="checkbox"/> Both \$95	MY TOTAL:	\$
Optional Add On Fees	<input type="checkbox"/> Expedite Fee \$60	<input type="checkbox"/> 1-2 Day Delivery \$15.89	<input type="checkbox"/> File Search Fee \$150	MY TOTAL:	\$

My U.S. Dept. of State Fees: \$ _____

- Fee #2** Cash, check, or credit card made payable to **White Oak Library District**

<input type="checkbox"/> Execution Fee \$35 (No fee for adult passport card if you already have a passport book)	<input type="checkbox"/> Priority Mail Express \$24.70 (optional)
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My White Oak Library District Fees: \$ _____

Passport Acceptance Hours

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: 815-552-4270
 Lockport Branch: 815-552-4260
 Romeoville Branch: 815-552-4200
www.whiteoaklibrary.org/passports

White Oak Library District