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.

Required Paperwork

- ☐ **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 by agent.*
- ☐ **Valid IL 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:** 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 Walgreens, Costco, and other stores. Please note that eyeglasses must be removed for passport photos, the background must be plain white with no texture and must be real (no wrinkled sheets, no photo editing out the background). Photos must be taken within the last 6 months.
- ☐ **Additional paperwork if name is different than birth certificate** (marriage license, divorce decree, adoption certificate)

Fees

There are **two** fees that you need to pay today in order for a New Lenox Public Library Passport Acceptance Agent to process your request.

Fee 1.

The application fee and any additional service fees per applicant must be paid by check — personal, certified, cashier's, or traveler's — or by money order. These must be made payable to **U.S. Department of State.**

Adults (16+)	Passport Book $130	Passport Card $30	Both $160
Minors	Passport Book $100	Passport Card $15	Both $115
Optional Add-Ons	Expedite Fee $60	1-2 Day Delivery $22.05	File Search Fee $150

Total to U.S. Department of State: ☐

Fee 2.

An execution fee of $35.00 per application in cash, check, or credit card made payable to **New Lenox Public Library**. No fee for an adult passport card if you already have a passport book.

Total to New Lenox Public Library: ☐

new lenox public library
on the commons

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Questions?
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