



COAL CITY PUBLIC LIBRARY DISTRICT
85 N. Garfield St., Coal City, IL 60416
815-634-4552 815-634-2950 Fax
www.ccpld.org

NEW PASSPORT CHECKLIST

Please review this checklist for all your required paperwork and payments before seeing a Passport Acceptance Agent.

RENEWALS: You must fill out a DS-82 form 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 the application until asked to by the agent.

Valid Photo Identification (& Copy)

Applicants and parents of applicants under 16 must have a valid photo ID. Proper ID guidelines are found at travel.state.gov

Original Proof of Citizenship (& 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 CVS or other stores that provide this service. Please note that eyeglasses must be removed for passport photos, and photos cannot be over **6 months** old.

Fees

Application Fee - Checks or money order made payable to U.S. Department of State

see the [chart of fees](#) for most updated information on fees

Execution Fee - Cash or debit/credit card for execution fee

Execution Fee \$35 _____ Priority Mail Express (optional) \$26.35 _____