



Effective 01/28/2019

**COAL CITY PUBLIC LIBRARY DISTRICT**  
85 N. Garfield St., Coal City, IL 60416  
815-634-4552 815-634-2950 Fax  
[www.ccpld.org](http://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](http://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**

Adult(16+)-Passport Book \$110 \_\_\_\_ Passport Card \$30 \_\_\_\_ Both \$140 \_\_\_\_  
Minor - Passport Book \$80 \_\_\_\_ Passport Card \$15 \_\_\_\_ Both \$95 \_\_\_\_  
Expedite Fee \$60 \_\_\_\_ 1-2 Day Return Delivery \$16.48 \_\_\_\_

#### **Execution Fee - Cash or check made payable to CCPLD**

Execution Fee \$35 \_\_\_\_ Priority Mail Express (optional) \$24.70 \_\_\_\_