

## **APPLYING FOR A PASSPORT**

Applying at the Vernon Hills' Village Hall *requires an appointment* - Please call: 847-367-3700  
You may also apply at the: Vernon Hills Post Office: 847-566-3901 or Vernon Township: 847-634-4600. Passport processing hours are 8:30 AM to 4:30 PM only

### **FIRST TIME PASSPORT** – NORMAL PROCESSING (For Expediting-See Below)

#### Current Age: 16 Years & Over

1. You Will Need To Provide the Following:
2. A completed DS-11 passport application (Website: [travel.state.gov](http://travel.state.gov))
3. An original certified (sealed) copy of your birth certificate or naturalization certificate- A hospital certificate/birth announcement is NOT acceptable.
4. A valid driver's license or state ID Note: If applicant is without a driver's license or state ID, one (1) parent must be present with the applicant to sign the application and provide a copy of his or her own driver's license or state ID.
5. Two (2) identical passport photos cut to size w/ a clear, white background.
6. Two (2) blank checks
7. Applicant must appear in person to apply.

#### Current Age: 15 Years or Under

You Will Need To Provide the Following:

1. A completed DS-11 passport application (Website: [travel.state.gov](http://travel.state.gov))
2. An original certified (sealed) copy of your birth certificate or naturalization certificate- A hospital certificate/birth announcement is NOT acceptable
3. Two (2) identical passport photos cut to size w/ a clear, white background
4. Two (2) blank checks signed by a parent
5. Both parents must be present with child to apply
6. Note: If one parent cannot be present, that parent must complete the consent form, DS-3053, and have their signature notarized on the document. The parent present must submit the signed consent form on behalf of the absent parent.
7. A photo-copy of both parent's drivers licenses and state ID's.

### **EXPEDITING A PASSPORT APPLICATION**

#### All Ages:

An extra \$60.00 expediting fee will be charged per application to expedite; overnight return delivery service is optional and encouraged for an additional \$12.72. Therefore, by following these steps, you will be guaranteed your passport within 3-4 weeks. If you require a passport sooner than three (3) weeks, you will then need to contact the National Passport Information

Center at 1-877-487-2778 or visit <http://www.travel.state.gov>. Passport Cards are limited to travel to Canada, Mexico and the Bahamas and expediting fees are not available.

## **RENEWING A PASSPORT**

If expediting is necessary, please see the section titled, “Expediting A Passport Application” also.

### **If You Were Age 16 or Older When Your Most Recent Passport Was Issued:**

You are required to use Application DS-82 to renew your passport on your own, as long as you can say, “yes,” to the following:

1. Your current passport book or card was issued within the past fifteen (15) years
2. You were 16 or older when your most recent passport book or card was issued.
3. Your name is currently the same as it is on your current passport book or card, or if not, you can provide a marriage certificate or certified court order of the name change.
4. You can submit your most recent passport book or card with your new application.

If you cannot say, “yes,” to all of the above, you must re-apply using Application DS-11, and you will have to go to a Passport Acceptance Agency for your application to be accepted. You will be required to bring with you the following:

1. A completed DS-11 passport application (Website: [travel.state.gov](http://travel.state.gov))
2. A valid driver’s license or state ID
3. Your most recent passport book or card
4. Two (2) identical passport photos cut to size w/ a clear, white background
5. Two (2) blank checks
6. Applicant must appear in person to apply

### **If You Were 15 Years Old or Under When Your Most Recent Passport Was Issued:**

You must renew your passport by using Application DS-11 at a Passport Acceptance Agency. You will be required to bring with you the following:

#### **If you are currently 16 years or older:**

1. A completed DS-11 passport application (Website: [travel.state.gov](http://travel.state.gov))
2. An original certified (sealed) copy of your birth certificate or naturalization certificate- A hospital certificate/birth announcement is NOT acceptable.
3. Your most recent passport book or card
4. A valid driver’s license or state ID
5. Note: If applicant is without a driver’s license or state ID, one (1) parent must be present with the applicant to sign the application and provide a copy of his or her own driver’s license or state ID.
6. Two (2) identical passport photos cut to size w/ a clear, white background

7. Two (2) blank checks
8. Applicant must appear in person to apply

If you are currently 15 years or under:

1. A completed DS-11 passport application (Website: travel.state.gov)
2. An original, certified (sealed) copy of your birth certificate or naturalization certificate- A hospital certificate/birth announcement is NOT acceptable
3. Your most recent passport book or card
4. Two (2) identical passport photos cut to size w/ a clear, white background
5. Two (2) blank checks signed by a parent
6. Both parents must be present with child to apply. Note: If one parent cannot be present, they must complete the consent form, DS-3053, and have their signature notarized on the document. The parent present must submit the signed consent form on behalf of the absent parent.
7. A photo-copy of both parent's driver's license or state ID.

**PASSPORT FEES**

Current Age: 16 Years & Over:

Applying for a Passport Book: (Good for all forms of travel and locations)

Passport Application Fee: \$110.00 (Separate Check)  
 Accepting Agent's Fee: \$25.00 (Separate Check or Cash)  
   \$5.00 for Certified Mail  
   Total: \$140.00 per person

Expediting Fee: \$60.00  
   \$12.72 Optional (Paid on same check with application fee)  
   Total: \$212.72 per person

Applying for a Passport Card:

Passport Application Fee: \$30.00 (Separate Check)  
 Accepting Agent's Fee: \$25.00 (Separate Check or Cash)  
   \$5.00 for Certified Mail  
   Total: \$60.00 per person

Current Age: 15 Years & Under:

Applying for a Passport Book: (Good for all forms of travel and locations)

Passport Application Fee: \$80.00 (Separate Check)  
 Accepting Agents Fee: \$25.00 (Separate Check or Cash)  
   \$5.00 for Certified Mail

Total: \$110.00 per person

Expediting Fee: \$60.00  
\$12.72 Optional (Paid on same check with application fee)  
Total: \$182.72 per person

Applying for a Passport Card:

Passport Application Fee: \$15.00 (Separate Check)  
Accepting Agents Fee: \$25.00 (Separate Check or Cash)  
\$5.00 for Certified Mail  
Total: \$40.00 per person

Note: If more than one family member is applying for a passport at the same time, then everyone's application fee can be combined and paid with one (1) check, and also the acceptance fees can be combined and paid with one (1) check.