

US Passports Applications at Indian Prairie Public Library

The Indian Prairie Public Library is an official Passport Acceptance Facility, accepting DS-11 applications for passports. We do not take appointments and we may have a waiting list if we are busy. Applications must be completely prepared before they can be added to the wait list. If our waitlist is longer than our processing hours can accommodate, we may not be able to add more applicants to the list.

What Should I Bring?

Application

Applications may be filled out online at travel.state.gov and then printed single-sided. The library also provides applications. **Do not sign the application until asked to do so by an agent.** The application must be completely filled out either typed or black ink only.

Applicants and Relevant Parties

The applicant must be present. For all minor applicants under the age of 16, all parents/legal guardians and child(ren) must be present. (See reverse side for more information.)

Valid Photo Identification

Applicants and parents of applicants under the age of 16 must have valid photo ID. You must also have a photocopy of both sides of the ID on a single sheet of paper.

Original Proof of Citizenship

Such as certified, original, long form birth certificates; naturalization papers; or a US Passport for applicants over the age of 16.

Photocopy of Proof of Citizenship

A photocopy. Such as certified, original, long form birth certificates; naturalization papers; or a US Passport for applicants over the age of 16.

Fees

Two separate fees will be collected. All payments made to the State Department must be made by check, money order, certified check, or cashier's check. The processing fee to the library can be made by cash, check, or credit card. Passport Services strongly advises that each individual application has a separate form of payment for any fees payable to the Department of State.

Passport Photo

The library does not provide photo services. A 2"x2" photo with a white background printed on photo quality paper is required.

It is recommended that you have your photo taken professionally instead of attempting it on your own. There are several places near the library that offer this service, including Walgreens and CVS.

Please note that eyeglasses must be removed for passport photos as of November 1, 2016.

The US State Department has strict photo guidelines and the acceptance of your photo is always at their discretion. For more detailed information about photo requirements, visit travel.state.gov.

What Else Do I Need to Know?

Applications for Minors Under 16

If one parent/legal guardian is unable to attend, a notarized DS-3053 Statement of Consent form must be submitted along with a copy of the front and back of the non-applying parent/legal guardian's ID.

For more information regarding parental/guardian requirements for minor passports, go to travel.state.gov.

Identification

Acceptable forms of identification are a valid Illinois driver's license, valid Illinois state ID card, valid passport, or military ID card.

Additional Documentation

Births abroad, domestic or foreign adoptions, minors between the ages of 16 and 17, and applicants undergoing a gender designation change all require additional documentation. For information on these requirements, visit travel.state.gov.

This is a general overview and not all situations are covered on this handout. If you have questions regarding this information, please contact the library at 630/887-8760. For more detailed information regarding passports, visit travel.state.gov.