



VILLAGE OF NORRIDGE

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First Time Passport Application Checklist

Required ORIGINAL documentation:

- Completed DS-11 passport application (**do not sign**);
- Proof of Citizenship (i.e. certified copy of birth certificate or original Naturalization certificate);
- Proof of identity (i.e. driver's license, state or school I.D.)
- 1 passport photo;
- Passport fees as indicated below:

Fees:

Routine Processing

Adults - 16 and over

\$110.00 Payable by **check only** to the U.S. Department of State

\$ 35.00 Execution fee (cash)

OR

\$ 36.00 Execution fee (credit card)

Minors - 15 and under (Both parents and child must be present)

\$ 80.00 Payable by **check only** to the U.S. Department of State

\$ 35.00 Executive fee (cash)

OR

\$ 36.00 Execution fee (**credit card**)

Additional fees will be assessed for expediting. All fees subject to change without notice.

Passport Hours:

Monday thru Friday - 9:00 am to 3:00 pm

Saturday - 9:00 am to 11:00 am **By appointment only**

Please call 708-453-0800 for more information, or to speak with one of our Passport Agents. You can also visit the National Passport Information website at www.travel.state.gov. or call 1-877-487-2778.

