

U.S. Passport Book/Card Program

City Hall

121 N. LaSalle Street-Room 107

Phone: 312-744-2020

Satellite Offices:

5674 S. Archer Avenue, Unit A, Phone: 312-745-1100

5430 W. Gale Street, Phone: 312-742-5318

All offices accept passports Monday – Friday from 8 a.m. – 4:30 p.m.

In order to obtain a U.S. Passport, **all applicants must appear in person** and have one of each of the following:

- 1 **Original or Certified Copy of Birth Certificate, Certificate of Naturalization or an Expired Passport.** All documents must be original documents with certified seals on them. Photocopies will not be accepted.
- 2 **Valid Picture I.D.** – State I.D. or Drivers License are acceptable forms of identification. I.D. cards must not be expired and must include your picture, signature, an issue and expiration date.
- 3 **2 Identical Passport Photos.** Passport photos are a standard 2”x 2” in size. Photos must be color photographs with a white or off-white background only. Photos are available at the City Clerk’s passport acceptance counter for \$8.00.

PASSPORT BOOK/CARD FEE

The passport fee must be in the form of check or money order only.

Cash and credit cards are not accepted for the passport fee.

Make check payable to: U.S. Department of State.

<u>Regular Processing: 4 weeks</u>	<u>Expedited Processing: 2-3 weeks</u>	<u>Card Fee (no expedite available)</u>
Adults (Age 16 & older)...\$110.00	Adults (Ages 16 & older)...\$170.00	Adults (Ages 16 & older)...\$30.00
Children (Under 16).....\$80.00	Children (Under 16).....\$140.00	Children (Under 16).....\$15.00

USPS Express Mail is available for expedited processing for \$14.96

EXECUTION FEE

The execution fee is a separate fee and can be paid in cash, check, money order, credit or debit

The execution fee is **\$25.00**

Make check payable to: City Clerk

Minors 16-17 years old must be accompanied by a parent or legal guardian to sign the passport application. Minors under 16 years old must be accompanied by BOTH parents or legal guardians to sign the passport application.

- **Adult Renewals** (Issued less than 15 years ago) require a Check or Money Order for \$110.00 (expedited \$170.00), the old passport, and 2 new passport photos. Renewal applications are available at City Clerk offices but must be mailed by the applicant.
- **Minors (Under 16 yrs) DO NOT renew passports.** The expired passport AND a certified birth certificate **MUST** be submitted.
- **Applicants eligible to renew may apply for the passport card for \$30.00.**