

PASSPORT SERVICES



FIRST TIME / MINOR APPLICANT'S CHECK LIST:

ALL APPLICANTS MUST BE PRESENT

*IF BOTH PARENTS ARE ON THE CERTIFICATE,
BOTH PARENTS MUST BE PRESENT FOR MINOR APPLICANTS*

- **DS 11 APPLICATION**
- **ORIGINAL CITIZENSHIP EVIDENCE**
(Certified Birth Certificate or Naturalization Certificate)

- **VALID PHOTO IDENTIFICATION**
(For Applicants 16+ / Minor Applicant's parents)

- **PHOTOS (2x2)**
(Photo services available on site for \$15)

- **CHECK OR MONEY ORDER:**
Payable to the **US DEPARTMENT OF STATE**
DO NOT INCLUDE PHOTO OR PROCESSING FEE

- **SEPARATE \$35 PROCESSING FEE**
To the **VILLAGE OF FRANKLIN PARK** (Cash, Check or Credit)

**FOR MORE INFORMATION ON ADDITIONAL FEES OR
FORMS, PLEASE VISIT [TRAVEL.STATE.GOV](https://travel.state.gov) OR
GIVE US A CALL (847) 671-8242**



Processing Times

Routine: 4-6 weeks*

Expedited: 2-3 weeks* (+\$60)

Processing times only include the time
your application is at a passport agency or center.

Fees:

**ADULTS: \$130 PASSPORT BOOK
\$30 PASSPORT CARD**

**MINORS: \$100 PASSPORT BOOK
\$15 PASSPORT CARD**