

## LIBRARY PASSPORT SERVICE HOURS

Monday–Thursday: 11am–7pm

Friday–Saturday: 11am–3pm

All applicants **MUST** be present, regardless of age.

During busy times, we may have a waiting list. Applicants must be completely prepared before their name can be added to the wait list.

## PROCESSING TIMES

ROUTINE: 4–6 weeks.

EXPEDITED: 2–3 weeks.

Routine and Expedited processing times include mailing time.

Need it faster?

If you are traveling within 2 weeks, make an appointment at the Chicago Passport Agency at 101 W. Congress Parkway, 9th Floor, Chicago, IL 60605. By appointment only.

## PASSPORT APPLICATION STATUS

**CHECK ONLINE:** Access the Online Passport Status System to check your application status. It takes 7–10 business days for applications to be trackable online.

**BY PHONE:** Call the National Passport Information Center to check on your application status at 1–877–487–2778 or 1–888–874–7793 (TDD/TTY) between the following hours:

Monday–Friday: 7am–10pm Eastern Time

Saturday: 10am–3pm Eastern Time

Excluded Federal Holidays

## PLEASE NOTE

This is a general overview and not all situations are covered. For more information, links to printable forms, and current passport fees, visit: [www.rivergrovelibrary.org/passportservices](http://www.rivergrovelibrary.org/passportservices)

## PASSPORT CHECKLIST

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- Completed Application**
    - ▶ Applications may be filled out online at [www.travel.state.gov](http://www.travel.state.gov) and printed single-sided, or picked up at the Library.
    - ▶ Fill out **ONLY** lines 1–21 on the application.
    - ▶ Fill out applications in **ONLY** black ink, no whiteout.
    - ▶ Do **NOT** sign the application until asked to do so by an agent.
  - One Proof of Citizenship (Original or Certified Copy)**
    - ▶ Valid, undamaged U.S. Passport (may be expired).
    - ▶ Birth Certificate (must be issued by the city, county, or state of birth).
  - One Valid Photo Identification (Original and Photocopy of Front & Back)**
    - ▶ Illinois Driver's License
    - ▶ Illinois State ID Card
    - ▶ U.S. Passport (may be expired)
    - ▶ Military ID Card
  - Applicant and/or Relevant Parties**
    - ▶ Children ages 16 or under must always have the original or certified copy of their birth certificate.
    - ▶ All applicants **MUST** be present, regardless of age. Both parents/legal guardian(s) and children must be present for all minor applications under the age of 16. Applicants ages 16–17 **MUST** show that at least one parent/guardian knows they are applying.
    - ▶ If only one parent/legal guardian can be present, a notarized DS–3053 form **MUST** be submitted along with a copy of the front and back of the non-applying parent/legal guardian's ID.
  - One Current Passport Photo**
    - ▶ One official color photo taken within the past six (6) months.
    - ▶ Photo should be 2x2-inch, full-face, front view, with a plain white background.
    - ▶ Street wear without glasses, hats, headgear, or uniforms unless part of religious attire.
    - ▶ The Library does not provide photo services. Visit your local Walgreens, CVS, or Costco for photo services.
  - Payment (TWO FEES per application are required at the time of processing)**
    - ▶ **PASSPORT FEE:** Check or money order made payable to the U.S. Department of State (cost varies) **AND**
    - ▶ **PROCESSING FEE:** Check or money order made payable to the River Grove Public Library for \$35.

The U.S. Department of State and the River Grove Public Library do not accept credit or debit cards for this service.