**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

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**PASSPORT CHECKLIST**

- **Completed Application**
  - Applications may be filled out online at 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.