

U.S. PASSPORT INFORMATION

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WHERE DO I APPLY FOR A PASSPORT BOOK OR PASSPORT CARD?

In addition to Federal passport agencies and post offices, you may apply for your passport book or card at the Office of the Clerk of the Circuit Court, Madison County Courthouse, Room 105, 155 North Main Street, Edwardsville, Illinois 62025, phone (618) 296-4476.

If you are leaving the U.S. in 21 calendar days or less, or if you are pressed for time in obtaining a foreign visa, then you may apply, **by appointment** only, at the Chicago Passport Agency, located in the Kluczynski Federal Building, 230 South Dearborn St. Suite 380, Chicago, IL 60604, phone toll free at (877) 487-2778.

IS A PASSPORT CARD THE SAME AS THE TRADITIONAL BOOK?

No, a *Passport Card* is not for travel by air. A card is only valid for land and sea crossings between the U.S. and Canada, Mexico, Bermuda and the Caribbean.

CAN I GET A PASSPORT BOOK IN A HURRY?

Yes, but requests to expedite require an additional fee (see item 6. fees, below). Allow approximately ten (10) days for processing.

WHEN SHOULD I APPLY FOR A PASSPORT BOOK OR PASSPORT CARD?

Apply several months before your planned departure. Allow approximately six (6) weeks for processing. If you need a visa from a foreign embassy, allow more time. If you apply at the Madison County Circuit Clerk's office, hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

HOW DO I APPLY FOR A PASSPORT BOOK OR PASSPORT CARD AT THE CIRCUIT CLERK'S OFFICE?

An application consists of the following six (6) items:

1. APPLICATION FORM

Completed U.S. Dept. of State "Application for Passport," Form DSP-11, available at the Circuit Clerk's office or online at <http://travel.state.gov>.

2. PROOF OF US CITIZENSHIP

Proof of U.S. citizenship, such as your previous U.S. passport. Or, if you were born in the U.S., you may submit a certified birth certificate that includes your first and last names, date and place of birth, and date the birth record was filed. Certification may include the seal or other official certification of the official custodian of such records. If no birth record exists, submit a registrar's notice (from a county clerk's office or state

vital statistics office) stating that fact, along with one of the following documents: early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one of the other listed records). Such records should include your first and last name, date and place of birth, and seal or other certification of office (if customary) and signature of the issuing official.

If you were born outside the U.S., you may submit a Certificate of Naturalization, Certificate of Citizenship, Report of Birth Abroad, or similar evidence. If you are a citizen from the naturalization of your parent(s), submit a Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the U.S. for permanent residence.

3. PROOF OF IDENTITY

You may submit your previous valid U.S. passport, Certificate of Naturalization, driver's license (not learner's permit or temporary license), or government identification card or pass.

4. SOCIAL SECURITY NUMBER

Although not required for issuance of a passport, the U.S. Internal Revenue Code, 26 USC 6039E, states that any passport applicant failing to provide this information is subject to a \$500 penalty enforced by the U.S. Internal Revenue Service.

5. TWO (2) IDENTICAL PHOTOGRAPHS

The photos must be of you alone. They must be 2" x 2" in size, and the area from the bottom of your chin to the top of your hair must be between 1" and 1 3/8". Photos must be clear, front view, full face, in normal attire, without a hat or dark glasses. They must be on a plain white or off-white background and may be black and white or color. Retouched photos in which your appearance is changed are not acceptable.

6. FEES

Payment may be by cash or check, *except* that cash is required for the \$16.25 cost of overnight express mail to the State Department on expedited requests. If you apply for both a passport book and card at the same time, only one \$25 fee is paid to the Circuit Clerk

ADULT PASSPORT

	Payable to Circuit Clerk	Payable to U.S. Dept of State	Total Cost
Passport Book	\$25	\$ 75	\$100
Expedited Book	\$25 + 18.30*	\$149.96	\$193.26
Passport Card	\$25	\$ 20	\$ 45

- Payment by cash only for the \$18.30 cost of overnight express mail to the State Department on expedited requests

CHILD'S PASSPORT
(under 16 years of age)

	Payable to Circuit Clerk	Payable to U.S. Dept of State	Total Cost
Passport Book	\$25	\$60	\$ 85
Expedited Book	\$25 + 18.30*	\$134.96	\$178.26
Passport Card	\$25	\$10	\$35

- Payment by cash only for the \$18.30 cost of overnight express mail to the State Department on expedited requests.

WHERE CAN I GET THE REQUIRED FORMS?

Applications and related forms are available on the internet at <http://travel.state.gov> or at the Circuit Clerk's office, Madison County Courthouse, Room 105, 155 N. Main St., Edwardsville, IL 62025. Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

MUST THE APPLICATION BE COMPLETED IN PERSON?

If you are applying for your first U.S. passport you must submit your application in person. A child 15 years old or younger **must** appear in person. Signatures of both child's parents are required, unless only one parent has custody. If only one parent has custody, only the custodial parent's signature is needed. To prove single-parent custody, provide a certified copy of the court's order awarding custody. In cases where someone other than a parent has guardianship, the guardian's signature is required, along with a certified copy of the court order granting guardianship. If you are renewing your passport and meet certain conditions you may apply by mail.

WHO MAY RENEW A PASSPORT?

You may renew your passport, if you meet the following conditions:

- Your most recent passport was issued when you were 16 years old or older.
- Your most recent passport was issued within the past 15 years.
- Your most recent passport is not damaged or mutilated.
- You now use the same name as on your most recent passport (or you can submit a certified marriage certificate or court order if your name has changed).

HOW DO I RENEW MY PASSPORT?

If you meet all of the conditions for renewal, send the following items to the National Passport Center (address on application form):

- Complete "Application for Passport by Mail" Form DSP 82
- Your most recent passport
- Passport fee of \$75.00
- Two (2) recent identical photos (see details in Item 5, above)
- A certified court order of name change, if applicable.

HOW DO I REPLACE MY PASSPORT IF IT WAS ISSUED OVER 15 YEARS AGO?

You must apply for a new passport and submit your expired passport with your application.

HOW DO I REPLACE MY LOST OR STOLEN PASSPORT?

You must submit an application for a new passport, including all necessary documentation and fees. Fill in as much of the information as you are able. If your most recent passport is still valid, you must also submit a "Statement Regarding Lost or Stolen Passport," Form DSP 64, also available at the Circuit Clerk's office.

SOURCES OF INFORMATION

Chicago Passport Agency
Kluczynski Federal Building
230 South Dearborn St., Ste.380
Chicago, IL 60604

Phone from 9:00 am – 9:00 pm CST

Toll Free: 877-487-2778

TDD/TTY (hearing/speech impaired): 888-874-7793

Go Online to: <http://travel.state.gov>

U.S. Bureau of Consular Affairs (Internet homepage)

(Scroll to 'Passport Information' and 'Print Passport Application')