



# VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199  
708/ 453-0800 FAX 708/ 453-9335  
www.villageofnorridge.com

## PRESIDENT

DANIEL TANNHAUSER

## CLERK

GABRIELA KRASINSKI

## TRUSTEES

DONALD GELSOMINO

BILL LARSON

JACK BIELAK

ANDREW RONSTADT

DEBRA J. BUDNIK

FRANK AVINO, JR.

## First Time Passport Application Checklist

### Required ORIGINAL documentation:

- Completed DS-11 passport application (**do not sign**).
- Proof of Citizenship (i.e. certified copy of birth certificate or original Naturalization certificate).
- Proof of identity (i.e. driver's license, state or school I.D.)
- 1 passport photo.
- Passport fees as indicated below:

### Fees:

#### Routine Processing

##### Adults - 16 and over

\$130.00 Payable by **check only** to the U.S. Department of State

\$ 35.00 Execution fee (cash)

OR

\$ 36.00 Execution fee (credit card)

##### Minors - 15 and under (Both parents and child must be present)

\$ 100.00 Payable by **check only** to the U.S. Department of State

\$ 35.00 Execution fee (cash)

OR

\$ 36.00 Execution fee (**credit card**)

**Additional fees will be assessed for expediting. All fees subject to change without notice.**

### Passport Hours:

Monday thru Friday - 9:00 am to 3:00 pm

Saturday - 9:00 am to 11:00 am **By appointment only**

Please call 708-453-0800 for more information, or to speak with one of our Passport Agents. You can also visit the National Passport Information website at [www.travel.state.gov](http://www.travel.state.gov). or call 1-877-487-2778.

