



SERVING WAUKEGAN, NORTH CHICAGO, BEACH PARK, AND PARK CITY

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## Passport Acceptance Agency

### First Time Applicants

#### YOU MUST APPLY IN PERSON IF:

- You are applying for your first U.S. passport or
- You are **under age 16** or
- Your previous U.S. passport was issued when you were **under age 16** or
- Your previous U.S. passport was **lost, stolen, or damaged** or
- Your previous U.S. passport was issued **more than 15 years ago** or
- Your name has changed since your U.S. passport was issued and you are **unable to legally document your name change**

#### Before You Start, Please Note:

- Special Requirements for All Minors Under Age 16
- Special Requirements for All Minors Ages 16 & 17
- Special Requirements for Diplomatic, Official, & Regular No-Fee Passport

#### SUBMIT A U.S. PASSPORT APPLICATION FOR AN ADULT IN PERSON:

Read and understand **Steps 1-7 before** leaving this page.

1. Fill Out Form DS-11: Application For A U.S. Passport
2. Submit Completed Form DS-11 In Person
3. Submit Evidence of U.S. Citizenship
4. Present Identification
5. Submit a Photocopy of the Identification Document(s) Presented (Step 4)
6. Pay the Applicable Fee
7. Provide Two Passport Photos

#### STEP 1: Fill Out Form DS-11: Application For A U.S. Passport

Fill out Form DS-11: Application for a U.S. Passport online or by hand. Please note that you:

- **Must not** sign the application until instructed to do so by the Acceptance Agent
- **Must** provide your SSN in accordance with 26 U.S.C. 6039E. Failure to provide your Social Security Number may result in significant processing delays and/or the denial of your application.

## STEP 2: Submit Form DS-11: Application For A U.S. Passport In Person

You must submit Form DS-11 in **person** at an Acceptance Facility or Passport Agency

**NOTE:** There are special submission requirements for All Minors Under Age 16

## STEP 3: Submit Evidence of U.S. Citizenship

When applying for a U.S. passport in person, evidence of U.S. citizenship must be submitted **with** Form DS-11. All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

### Primary Evidence of U.S. Citizenship (One of the following):

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county or state\*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

\*A **certified birth certificate** has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes.

**NOTE:** If you **do not** have primary evidence of U.S. citizenship or your U.S. birth certificate **does not** meet the requirements, please see Secondary Evidence of U.S. Citizenship.

## STEP 4: Present Identification

When applying for a U.S. passport in person, acceptable identification must be presented at the time of application.

### Primary Identification (One of the following):

- Previously issued, undamaged U.S. Passport
- Naturalization Certificate
- Valid Driver's License
- Current Government ID (city, state or federal)
- Current Military ID (military and dependents)

### NOTES:

- If you **cannot** submit primary identification, please see Secondary Identification.
- If you apply at an Acceptance Facility and submit out-of-state primary identification, you must present an additional ID document, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present a second ID containing as much of the following information as possible: your photo, full name, date of birth and the document issuance date.
- If you have undergone or are going through gender transition, please see these additional requirements.

## STEP 5: Submit a Photocopy of the Identification Document(s) Presented (Step 4)

Bring a photocopy of the front and back of each ID document that you will present when you apply.

- Photocopy **must** be on plain white, 8 1/2 x 11" standard paper stock, showing the **front** and the **back** of your ID
- Photocopy **must** contain images on only one-side of each page submitted.
  - If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.
- The paper should be free of other images and/or markings.
- The 8 1/2 x 11" paper size **cannot** be substituted with a larger or smaller size paper, even if the alternative folds down to the 8 1/2 x 11" size.
- You **may** enlarge the image of your ID on the 8 1/2 x 11" page, but you **may not** decrease the size of the image.

*Other situations that require a photocopy of identification, but are less common, include:*

- If you are presenting Secondary Identification, you must provide a photocopy of the front and back of each document being presented with your application. A photocopy of your credit card will not be requested if it is to be presented with Secondary Identification.
- If you submit **out-of-state** primary identification, you must provide a photocopy of your primary identification document and the second ID to be presented with your application. Both sides of all identification documents must be photocopied according to the photocopy requirements above. If a credit card is presented as your second ID, a photocopy will not be requested.
- An assistant to a disable applicant who witnesses the signature or signs on the disabled applicant's behalf must present a photocopy of his or her ID
- A person acting as an Identifying Witness must present a photocopy of his or her ID

#### **STEP 6: Pay the Applicable Fee**

Please see Current Passport Fees and methods of payment.

#### **STEP 7: Provide Two Passport Photos**

To avoid processing delays, be sure your photographs meet all quality requirements and are properly submitted with your application.

- When submitting **Form DS-11 in person**, your photos should **not** be attached to the form.
- When submitting **Form DS-82 by mail**, staple one photo to the application within the space provided using four vertical staples, one in each counter. Enclose the second photo with your application, unattached.

Your Photographs Must Be:

- Identical
- In color
- 2 x 2 inches in size
- Printed on thin, photo-quality paper
- Taken within the past 6 months, showing current appearance
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in **normal street attire**:
  - Uniforms should not be worn in photographs except religious attire that is worn daily

- Do not wear a hat or headgear that obscures the hair or hairline
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)

**NOTES:**

- Vending machine photos are not generally acceptable
- Professional photographers see Guidelines for Producing High Quality Photographs for U.S. Travel Documents