



Cuba Township Passport Tips

Cuba Township processes applications for new passports as a service to Cuba Township residents.

Passport application services are available by appointment only. Office hours are Monday thru Friday, 9:00 AM – 4:00 PM.

Please bring the following:

- Application. Applications may be filled out online at www.travel.state.gov. **Please print single-sided and only use black ink.** If you have made a mistake, do not cross it out or white it out. Start over. Be sure NOT to sign the application until asked to do so by an agent.
- The applicant **MUST BE PRESENT.** Both parents and child applicants must be present for all minor applications under the age of 16.
- Valid photo identification. Applicants and parents of applicants under age 16 must have a valid photo ID.
- Original proof of citizenship – such as certified, original, long form birth certificates, naturalization papers, or a U.S. Passport for applicants over the age of 16.
- Current passport photo. If you do not have a passport photo, Cuba Township offers photo services for a fee of **\$15 per applicant.**
- Cuba Township Passport Processing fee is \$35 per applicant.
- Fees. Application fees are to be paid by check and made payable to the **U.S. Department of State.** If more than one applicant is applying, a separate check for each applicant is required.

**See Fee Schedule in next column.

<i>Passport Fee Schedule</i>		
<i>Applicants</i>	<i>Application Fee</i>	<i>Execution Fee</i>
Adult Passport Book	\$110	\$35
Adult Passport Card	\$30	per app
Minor Passport Book	\$80	\$35
Minor Passport Card	\$15	per app
Passport Photo		\$15 per app
Expedite Fee	\$60 per app	n/a
Overnight return	\$17.56 per app	n/a
Priority Express/Cuba		\$26.35
Flat Rate Env/Cuba		\$7.95

Application Fees require checks made payable to the U.S. State Department.

Execution Fees and Photo Fees require checks made payable to Cuba Township or cash payment.

Important facts:

- If one parent is unable to attend, a notarized DS-3053 Statement of Consent form must be submitted along with a copy of the front and back of the non-applying parent's ID. For more information, visit www.travel.state.gov.
- Acceptable forms of identification include a valid Illinois driver's license, Illinois State ID card, valid passport, or a military ID card.
- If the applicant is 16 or 17 years-of-age, one parent must accompany the applicant. Both the parent and the applicant must bring valid photo identification. If the applicant does not have a valid state-issued identification, a school ID is acceptable.
- Additional documentation is needed for births abroad and domestic and foreign adoptions. Please visit www.travel.state.gov and review the section on Citizenship Evidence.

Photo requirements:

- Must be issued within the last 6 months.
- 2 x 2 in size and a white or off-white background.
- Neutral facial expression or a natural smile with both eyes open.
- You cannot wear glasses.

For more detailed information on photos please visit travel.state.gov.