

DS-11 APPLICATION INSTRUCTIONS

1. Go to www.travel.state.gov and choose the option to fill out a DS-11. **Be sure you select the option to fill out the DS-11 Form online and do not select the Print Blank DS-11 Form.**
2. Select that you are applying for a Passport Book.
3. Fill in all of your personal information. Please note that all items with a red asterisk are required. For babies that have not received a social security number please just enter in all zeros.
4. The next step will ask where you would like your passport to be mailed. For this please use our APO address: **USAG Grafenwoehr MPD, Passport Office
Unit 28130
APO, AE 09114**
5. Select **no** that this is not your permanent address and then enter in your CMR address for the permanent address.
6. Then you will enter in a valid email address and a good local contact number – **please be sure to use a German number as this is the number we will use to contact you once your passport has arrived, and we are unable to call state-side numbers.**
7. Next, you can enter any immediate travel plans that you might have.
8. On the emergency contact page please list someone state-side that can be contacted if an emergency should arise overseas. **This should be someone that would not normally be travelling with you.**
9. Please select on the next screen if you have been issued any kind of passport – this **can be a tourist passport, a no fee passport or any kind of official passport.** If you select yes, then please state the status of this passport – whether you still have it or if it has been lost or stolen. Also list the passport number, date issued, and name listed on the passport.
10. The next step is parent and spouse information. Please enter in as much information as possible about the applicant's parents and most recent spouse. **Please list the most recent spouse even if no longer married.**
11. Please list any other names you are known by – **this includes maiden names.**
12. Please review the application information as shown on the screen. If there are any mistakes, please select edit to go back to the appropriate screen for corrections.
13. On the next screen a summary of fees will appear. **Please disregard the fees for overnight mail and expediting passports as we are unable to offer this service overseas.** The fees will always be **\$105** for children 15 and under, **\$135** for adults 16 & over who are receiving their first tourist passports or are replacing lost passports, and **\$110** for adults 16 & over who are renewing a current tourist passport.
14. Please check the box on the next page that states that you have read and acknowledge the steps listed on this page. Then you will select the option to **create form.** This will then pop-up a PDF file that will contain the passport application.
15. Please print this application out making sure that the application includes the bar-code in the upper left hand corner.