

DS-11 FORM INSTRUCTIONS

Step 1

Choose the **"Apply for a Passport Book"** option by clicking the continue button.

U.S. DEPARTMENT of STATE
Online Passport Application

What are you applying for today?

Apply for a Passport Book
Select this option if:
• you are applying for a passport book
• you're renewing your passport
• you've never had a passport before
• you're applying for a passport for the first time
Continue

Apply for a Passport Card
Select this option if:
• you're applying for a passport card
• you're applying for a passport card for the first time
Continue

Add Visa pages to your Passport
Select this option if:
• you have an old passport and you're renewing it
• you're applying for a passport book and you want to add visa pages
Continue

Apply for a Passport Book and a Passport Card
Continue

Step 2

Fill in all required form fields and click **"Next"** for each page that requires information.

U.S. DEPARTMENT of STATE
Online Passport Application

About You

First Name: [Text Field]
Middle Name: [Text Field]
Last Name: [Text Field]
Date of Birth: [Date Picker]
Sex: [Radio Buttons]
Social Security Number: [Text Field]
Country of Birth: [Dropdown Menu]
Gender: [Radio Buttons]
Height: [Text Field]
Hair Color: [Text Field]
Eye Color: [Text Field]
Your Occupation: [Text Field]
Your Employer: [Text Field]

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Note: Ignore Incorrect Fees. Simply click "Next"

Passport and Visa Paper Application System - Mozilla Firefox

U.S. DEPARTMENT of STATE
Online Passport Application

Passport Cost Estimate

Examples based on current fees, subject to change

Passport Book Fee	\$54
Delivery Service Fees:	
<input type="checkbox"/> Priority Mail Delivery w/ Return Receipt - \$16	\$16.00
<input type="checkbox"/> Overnight Delivery (Signature Required) - \$19.20	\$19.20
<input type="checkbox"/> Overnight Priority (Signature Required) - \$19.20	\$19.20
<input type="checkbox"/> Priority Mail Express - \$19.20	\$19.20
Other Fees:	
<input type="checkbox"/> Expedite Fee (SAC)	\$80
We encourage you to expedite service to ensure you receive your US Passport prior to your departure date. The cost is an additional \$80.	
Total Service Fees	\$19.20
Passport Contract Fee	\$20
Total	\$113.20

No Fee Exceptions
Please see also for a full fee schedule, please contact your agency or Military Branch travel coordinator.

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Step 3

Review your information to be submitted.
Note: Make Changes if necessary.

Passport and Visa Paper Application System - Mozilla Firefox

U.S. DEPARTMENT of STATE
Online Passport Application

Passport Application Review

Review your data below and click "Next" if correct.

Home Provided: Marshall Lawless
Date of Birth: 02/12/1989
Gender: Male

Place of Birth: Louisville, KY - KENTUCKY, U.S.A.
Sex of Issuing Authority: 113-22-3333

Home M/F: M
Hair Color: BROWN
Eye Color: BROWN
Occupation: Lawyer
Employer: US Government

Mailing Street: 5333 113 Whitehouse Lane
Apartment Number:
Mailing Address 2:
City: Washington
Country: UNITED STATES
State: DC - DIST. OF COLUMBIA
Zip Code: 20001
In Care Of:

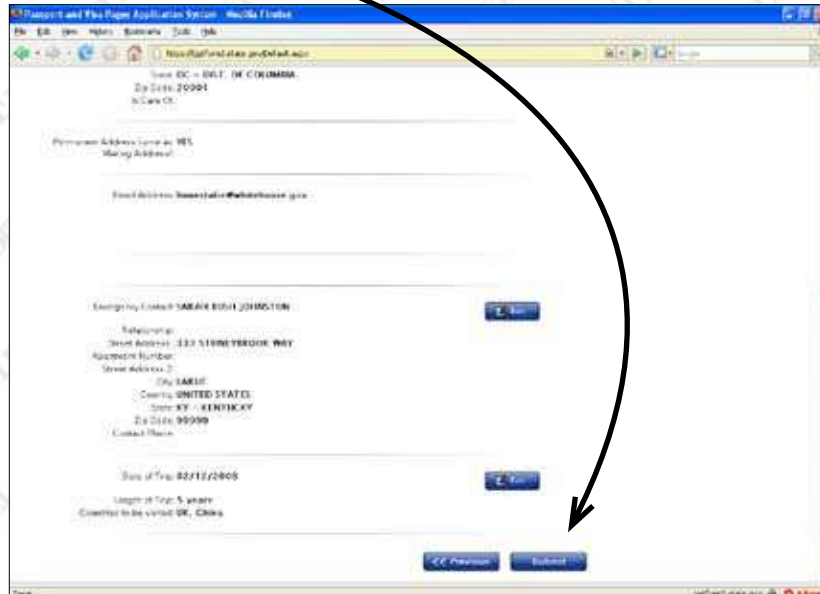
Passport Book Fee: \$54
Mailing: \$19.20

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Step 4

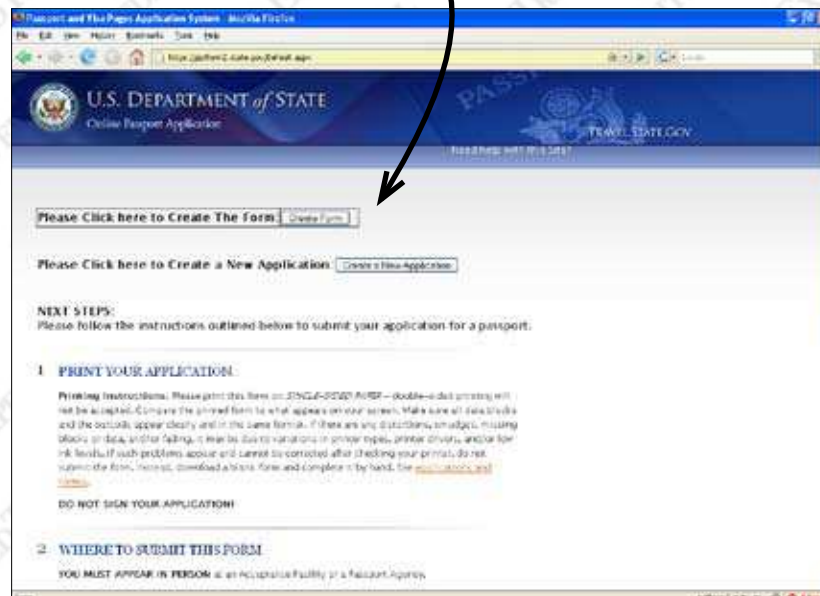
When you are sure all of the information you have input is correct, click **Submit**.



The screenshot shows a web browser window with the URL "http://www.passport.state.gov/default.asp". The page displays personal information for "Name: DC - DIST. OF COLUMBIA" and "Zip Code: 20001". It includes fields for "Permanent Address" and "Mailing Address". Below that, it shows "Emergency Contact" information for "SARAH ESTER JUNGSTON", including her telephone number, street address "333 STONEYBROOK WAY", city "SARIE", state "UNITED STATES", county "KENTUCKY", and zip code "40509". There are "Go Back" and "Submit" buttons at the bottom of the form.

Step 5

Now, click **"Create Form"**.

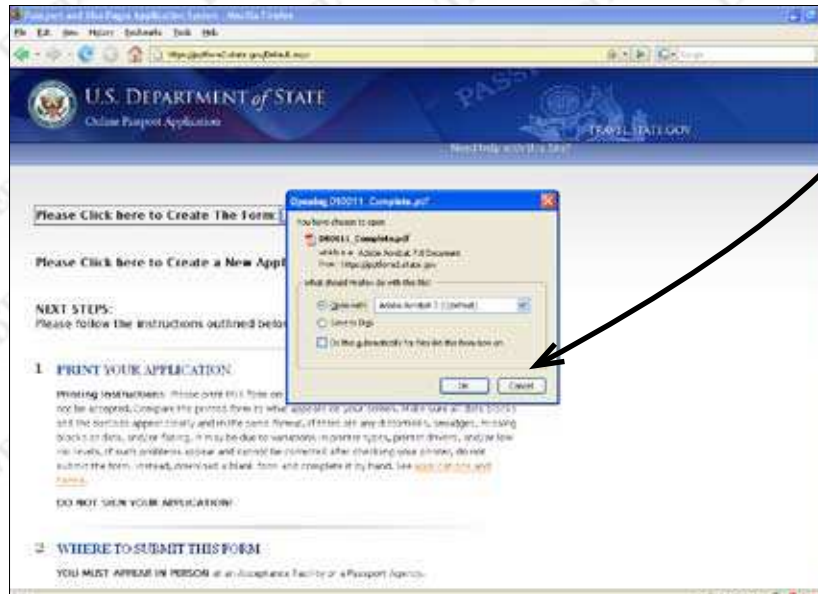


The screenshot shows the "U.S. DEPARTMENT of STATE Online Passport Application" page. It features a blue header with the department's logo and the text "TRAVEL.STATE.GOV". Below the header, there are two main buttons: "Please Click here to Create The Form" and "Please Click here to Create a New Application". Underneath, a section titled "NEXT STEPS:" instructs users to follow the instructions below to submit their application. The first step is "1 PRINT YOUR APPLICATION:", which includes instructions on how to print the form, such as using a single-sided printer and ensuring all data fields and the postal code are visible. The second step is "2 WHERE TO SUBMIT THIS FORM:", which states "YOU MUST APPEAR IN PERSON at an Acceptance Facility or a Passport Agency."

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Step 6

A box should open prompting you to either **"Open"** or **"Save"** the file named **"DS0011_Complete.pdf"**. Click open, a program should open the PDF file using Adobe Acrobat.



Note: There should be a bar code in the top left corner of the 5th page, and on the bottom right corner of the 5th page and 6th page.

