

# DS-82 FORM INSTRUCTIONS

**Step 1**

The DS-82 is a two part application. On the first page, please be sure to answer the four questions and then click **"Continue"**.



The screenshot shows the 'Application for U.S. Passport by Mail' page. Under the heading 'Can I Use This Form?', there are four questions with radio button options for 'Yes' and 'No':

1. Have you ever used U.S. passport?
2. Are you at least 16 years old when your most recent U.S. passport was issued?
3. Are you a U.S. citizen and at least 15 years old?
4. Are you the same name as your most recent U.S. passport?

Below the questions is a 'Continue' button. At the bottom, there is a 'HEALTHY' logo and a note: 'This site is managed by the Bureau of Consular Affairs, U.S. Department of State. Additional information is available on the Department's website at [www.state.gov/passport](http://www.state.gov/passport).

**The DS-82 application MUST be typed in!** Please fill out the electronic form for the DS-82 entirely.

*Please be sure to input the Emergency Contact information. The emergency contact should not be a person that is traveling with you on your trip.*



The screenshot shows the 'Application for U.S. Passport by Mail' page with the 'Personal Information' section. It includes the following fields:

- Name: First name, Middle name, Last name
- Country of Birth: A dropdown menu with 'USA' selected.
- City of Birth: A text input field.
- State of Birth: A dropdown menu with 'DC - DISTRICT OF COLUMBIA, U.S.A.' selected.
- Passport No.: A text input field.
- Sex: A dropdown menu with 'M' selected.
- Marital Status: A dropdown menu with 'Single' selected.

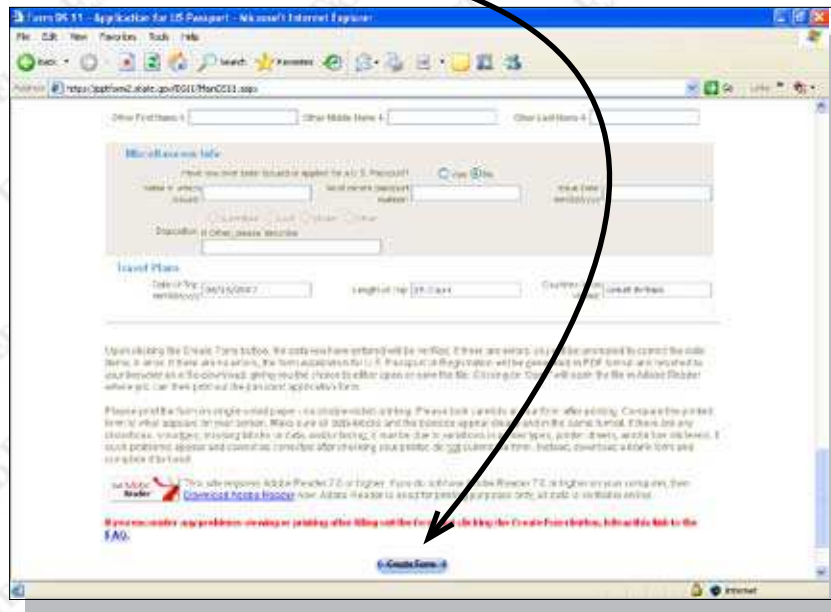
Below the fields are buttons for 'Next' and 'Previous'.

Don't worry, all of your information is secured with 128-bit encryption.

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Step 2

When you complete the DS-82 electronic form, click the "Create Form" button.



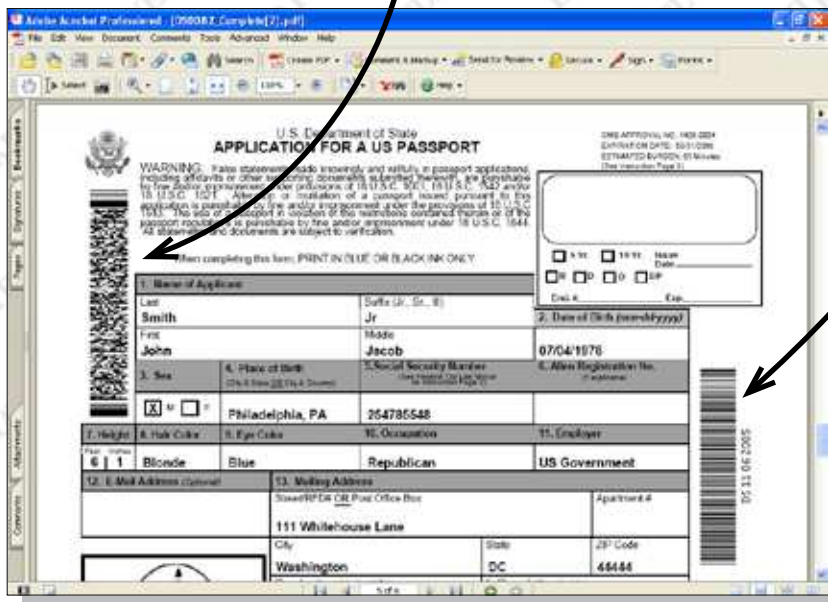
Step 3



A box should open prompting you to either "Open" or "Save" the file named "DS0082\_Complete.pdf".

Click open, a program should open the PDF file using Adobe Acrobat.

Scroll down to page 4 or 5, where you will see 2 bar codes, one dotted pattern on the left and a regular barcode on the right.



**IMPORTANT:** Please note, both of these barcodes are necessary, if you do not have these barcodes, please contact our Customer Service or try it again.

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## \*\*\*REMINDERS\*\*\*

**DO NOT FORGET to sign the application.**

**DO NOT ship your package to the address listed on the Government form.** This address is not for our expedited service. If you use this address your passport will be processed through normal government means and will not be expedited.

**DO NOT print out a blank application.**

**HAND WRITTEN** applications will not be accepted. Please note that **TWO** barcodes are required for processing.

The image shows a sample DS-82 Application for a U.S. Passport form. The form is titled "U.S. Department of State APPLICATION FOR A U.S. PASSPORT". It contains various fields for personal information, including name, sex, date of birth, place of birth, social security number, occupation, and address. The form is filled out with handwritten text, and a large, diagonal watermark reading "WRONG" is overlaid across the center. The form also includes a section for "TRAVEL PLANS" and a section for "OTHER INFORMATION".

1. Name of Applicant		2. State of Birth (two- or three-letter code)	
Last: Smith	First: John	State: PA	Year: 1972
3. Sex		4. Place of Birth (city and state)	
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	Philadelphia, PA	
5. Social Security Number		6. Appointment Number	
999-999999		7141972	
7. Height (inches)		8. Eye Color	
5'11"	Blue	Republican	
9. Mail Address (zip code)		10. Mailing Address	
444 Independence Way		Philadelphia, PA	
11. Have you ever applied for a U.S. passport?		12. If yes, complete the remaining items in block #12 and attach most recent passport.	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date of most recent passport: 04/18/2007	
13. Travel Plans		14. Countries to be Visited	
Date of Trip: 01/05/2007	Length of Trip: 5 WEEKS	GREAT BRITAIN	
15. How long have you been married?		16. If yes, complete the remaining items in block #16	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date of most recent marriage: 01/05/2007	
17. Other Information		18. Business Telephone (include Area Code)	
Date of last record marriage: 01/05/2007		1230 45410082	