

DS-11 FORM INSTRUCTIONS

Step 1

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

The screenshot shows the 'U.S. DEPARTMENT of STATE Online Passport Application' page. The main heading is 'What are you applying for today?'. There are three main options, each with a 'Continue' button:

- Apply for a Passport Book:** Select this option if:
 - You're a first-time applicant.
 - You're renewing your existing passport book.
 - Your passport book isn't valid or is expiring.
 - The passport you want doesn't fit your needs.
- Apply for a Passport Card:** Select this option if:
 - You're a first-time applicant.
 - You're renewing your passport card.
- Add Visa pages to your Passport:** Select this option if:
 - You have a valid passport and you're running out of blank visa pages.

At the bottom, there is a combined option: 'Apply for a Passport Book and a Passport Card' with a 'Continue' button. An arrow from the text above points to the 'Continue' button for the 'Apply for a Passport Book' option.

Step 2

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

The screenshot shows the 'About You' form page. The form contains the following fields:

- First Name:
- Middle Name:
- Last Name:
- Sex:
- Date of Birth:
- Country/State of Birth:
- Social Security Number:
- Gender: Male Female
- Height:
- Hair Color:
- Eye Color:
- Your Occupation:
- Your Employer:

At the bottom right, there are two buttons: '<< Previous' and 'Next >>'. An arrow from the text above points to the 'Next >>' button.

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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	\$87
Delivery Service Fees:	
<input type="checkbox"/> Priority Mail Delivery w/ Passport Fee - \$30	\$0.00
<input type="checkbox"/> Overnight Delivery (Separate to Passport Agency - \$16.25)	\$0.00
<input type="checkbox"/> Overnight Return (Passport Agency To Applicant - \$16.25)	\$0.00
Other Fees:	
<input type="checkbox"/> Expedite Fee (SAG)	\$0.00
We recommend the Expedite Service to ensure you receive your U.S. Passport prior to your departure date. The cost is an additional \$20.00.	
<input type="checkbox"/> File Search Fee(SAG)	\$0.00
<input type="checkbox"/> Sub-Tonal(SAG)	\$0.00
Passport Extension Fee(SAG)	\$0.00
Total	\$117

No Fee Exceptions
If you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.

« Previous Next »

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 make edits if needed.

Home Provided: **Marshall Lewis** [Edit](#)
Date of Birth: 02/12/1989
Gender: **M**

Place of Birth: **LoVee, KY - KENTUCKY, U.S.A.**

Sex of Security: **113 - 22 - 3333**

Height: **5FT - 0IN**
Hair Color: **BROWN**
Eye Color: **BROWN**
Occupation: **Lawyer**
Employer ID: **Government**

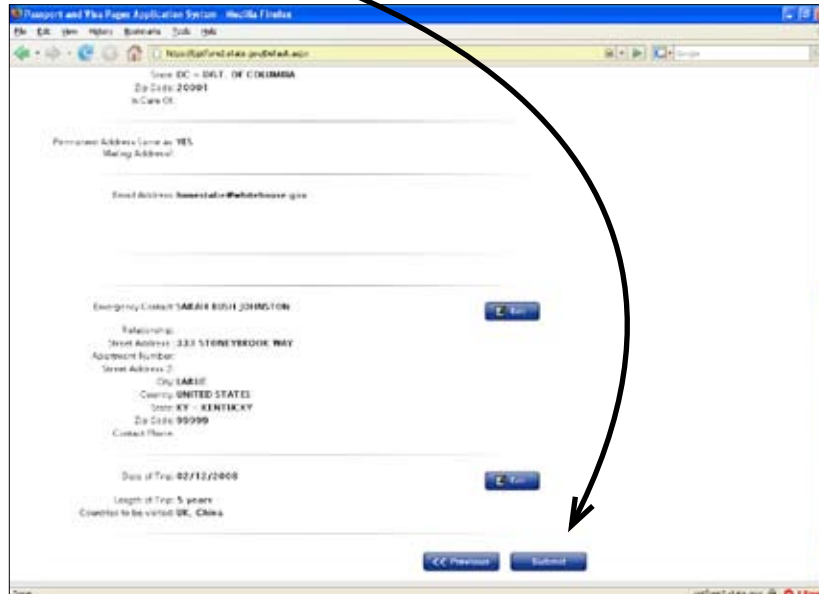
Residing Street Address: **113 Whitehouse Lane** [Edit](#)
Apartment Number:
Mailing Address 2:
City: **Washington**
Country: **UNITED STATES**
State: **DC - DIST. OF COLUMBIA**
Zip Code: **20001**
In Care Of:

Passport Address (not for SES)
Mailing Address:

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Step 4

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



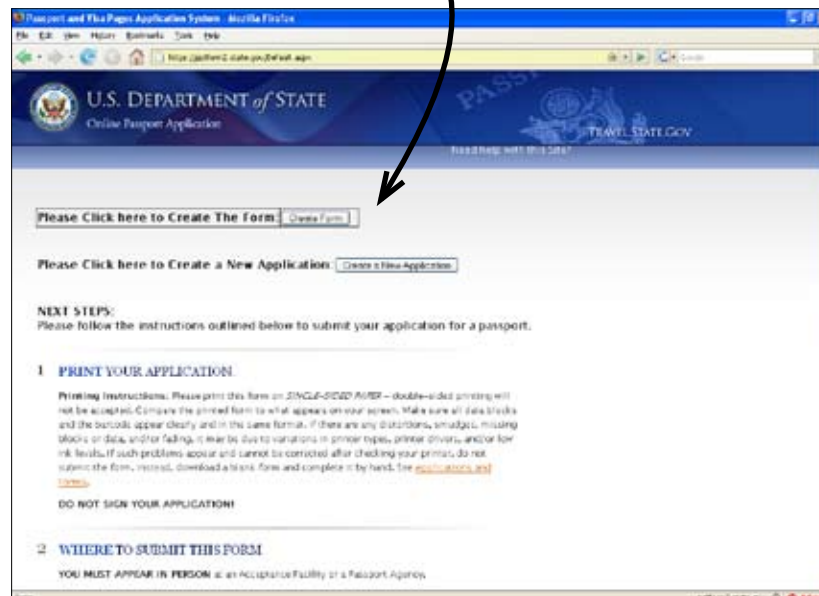
The screenshot shows a web browser window titled "Passport and Visa Paper Application System - Mozilla Firefox". The browser address bar shows "http://passport.state.gov/default.asp". The page content includes the following information:

- Passport EC - DFLT, OF COLUMBIA
- Exp Date: 20091
- Home Ct:
- Permanent Address (same as YES)
- Mailing Address:
- First Address: homestate@redhatter.com
- Emergency Contact: SARAH BUSH JOHNSTON
- Relationship:
- Street Address: 333 STONEYBROOK WAY
- Apartment Number:
- Street Address 2:
- City: SARIE
- Country: UNITED STATES
- State: KY - KENTUCKY
- Zip Code: 99999
- Contact Name:
- Date of Trav: 02/12/2009
- Length of Trav: 5 years
- Country to be visited: UK, China

At the bottom of the form, there are two buttons: "Previous" and "Submit". A large black arrow points from the "Submit" button in this screenshot to the "Create Form" button in the next screenshot.

Step 5

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



The screenshot shows the U.S. Department of State Online Passport Application page. The page header includes the U.S. Department of State logo and the text "U.S. DEPARTMENT of STATE" and "Online Passport Application". The page content includes the following information:

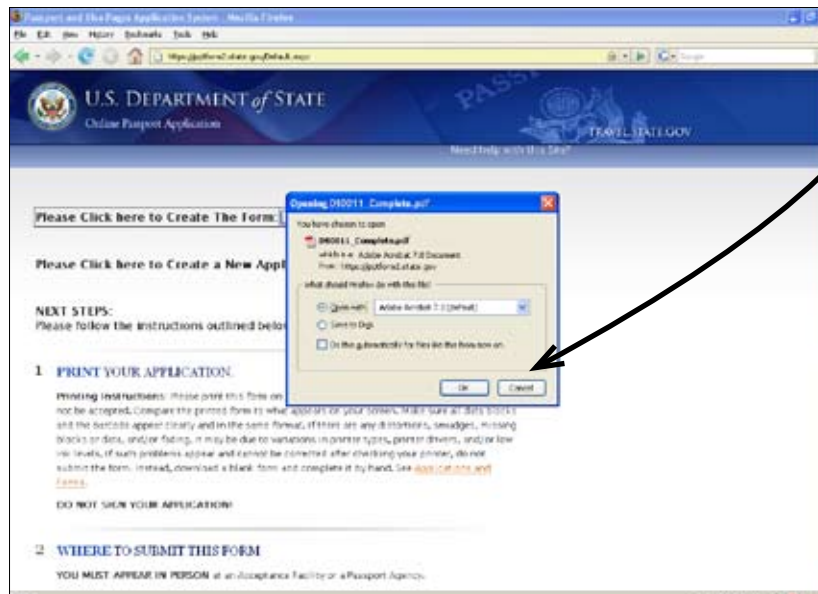
- Please Click here to Create The Form: [Create Form](#)
- Please Click here to Create a New Application: [Create New Application](#)
- NEXT STEPS:**
Please follow the instructions outlined below to submit your application for a passport.
- 1 PRINT YOUR APPLICATION**
Printing Instructions: Please print this form on SINGLE-SIDED PAPER - double-sided printing will not be accepted. Compare the printed form to what appears on your screen. Make sure all data blocks and the borders appear clearly and in the same format. If there are any distortions, smudges, missing blocks of data, and/or fading, it may be due to variations in printer types, printer drivers, and/or low ink levels. If such problems occur and cannot be corrected after checking your prints, do not submit the form, instead, download a blank form and complete it by hand. See [instructions.pdf](#).
- DO NOT SIGN YOUR APPLICATION!**
- 2 WHERE TO SUBMIT THIS FORM**
YOU MUST APPEAR IN PERSON at an Acceptance Facility or a Passport Agency.

A large black arrow points from the "Create Form" button in this screenshot to the "Submit" button in the previous screenshot.

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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.

