

# PASSPORT APPLICATION WIZARD INSTRUCTIONS

Created by PassportVisasExpress.com

## STEP 1

Check the box "I have read the Privacy..."  
Click the 'submit' button below it

**TRAVEL.STATE.GOV**  
A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS  
U.S. Department of State

U.S. Passport Applications and Forms

Before you may enter your personal information to get a passport, you must review the Department of States [Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers](#)

This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them.

I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers.

**Need Help?**  
For status checks visit [passportstatus.state.gov](http://passportstatus.state.gov) or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY).  
For general questions email [NPIC@state.gov](mailto:NPIC@state.gov) or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY).  
For technical issues email [PassportWeb@state.gov](mailto:PassportWeb@state.gov).

**FIRSTGOV**  
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## STEP 2

Choose "Fill Out Online and Print",  
and click "Submit"

**U.S. DEPARTMENT of STATE**

Need help with this Site? [Estimate Your Passport Fees](#)

**Fill out your application online**

**What you'll need:**

- Most recent passport book (if applicable)
- A printer
- Adobe Acrobat Reader

**Fill Out Online and Print**

You can fill out the following forms:

- Application for a U.S. Passport (DS-11)
- Renewal Application (DS-82)
- Data Corrections, Name Changes, and Limited-Validity Passports (DS-5504)

**Report Lost or Stolen**

- SUBMIT ONLINE: A lost or stolen report for an adult
- Print out and mail: A lost or stolen report for an adult
- Print out and mail: A lost or stolen report for a minor

**Check Status**

- Check the status of a recently submitted passport application

## STEP 3

Fill in ALL of the required fields (\*)  
and click "Next" to continue until you reach  
'Passport Products and Fees' page

**About the Applicant**

First Name: \*  Middle Name:

Last Name: \*  Suffix:

Date Of Birth (MM/DD/YYYY): \*  City Of Birth: \*

Country Of Birth: \*  State/Territory Of Birth: \*

Social Security Number: \*

Sex: \*  Male  Female

Height: \* Feet:  Inches:

Hair Color: \*

Eye Color: \*

Occupation: \*  Employer or School:

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For technical issues email [PassportWeb@state.gov](mailto:PassportWeb@state.gov).

## STEP 4

Check all the boxes you need for your  
expedited passport book/card/both.  
(There's no additional charge for thick passport book)

**Passport Products and Fees**

Travel Document For

**Passport Options**

- Passport Book (\$110)
- 52 Page Book (Non-Standard)
- Passport Card (\$30)
- Passport Book & Card (\$140)

**Processing Methods**

- Routine Service (FREE)
- Expedited Service (\$60)
- Expedited at Agency Service (\$60)

**Delivery Methods**

**Passport Book**

- Standard Delivery (FREE)
- 1-2 Day Delivery (\$17.13)

NOTE: 1-2 Day Delivery is not available outside the United States.

Total Payable to "Department of State"

**Disregard the total cost shown.**  
Total **Please refer to the Government Fee requirement on our site.**

**\*U.S. Government Employees and U.S. Military Personnel:** If your federal agency or military branch travel coordinator has instructed you to apply for a no-fee passport for official government travel, please select **Passport Book ONLY** and continue.  
Please note that all official passports have 28 pages.

Please **disregard the 3 steps** on this page. Scroll to the bottom of the page- 'tick' the acknowledgement box and click the blue "Create Form" button

## STEP 5

**Next Steps**  
After reading and acknowledging your understanding of the instructions, you will be ready to generate your form(s).

- 1 Print Your Form(s)**  
Be sure to SIGN & DATE your DS-82 (Application for a U.S. Passport by Mail)  
[Click Here to view Printing Instructions](#)
- 2 How to Submit Your Form(s)**
- 3 What to Submit With Your Form(s)**  
One Recent Passport Photo  
[Click here to view details on submitting a passport photo](#)  
Correct Passport Fees  
Total payable to "Department of State"  
Your total passport fees are:

I have read and acknowledge the steps and information contained above.

**1. Create Form**

This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. Do not make handwritten changes on your form(s). If there is an error, please start a new application.

[Create Form](#)

\* Adobe Acrobat is required

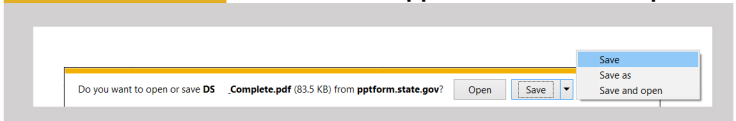
**2. Exit and Start New Form**

This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.

[Start New Application](#)

## STEP 6

Save the completed passport form (.pdf) to your computer, open it & print 2 sets. **Double-sided application is not accepted**



## STEP 7

Review your printed passport application. Please proceed to step 8. (below is a sample)

## STEP 8

If you have not already placed your order, please click the desired passport option (below) to view passport requirements and place your order:

### PASSPORT BOOK OPTIONS

- [RENEW PASSPORT](#)
- [LOST PASSPORT](#)
- [NEW PASSPORT](#)
- [CHILD PASSPORT](#)
- [SECOND PASSPORT](#)
- [NAME CHANGE](#)
- [RENEW SECOND PASSPORT](#)

### PASSPORT CARD OPTIONS

- [NEW PASSPORT CARD](#)
- [RENEW PASSPORT CARD](#)
- [LOST PASSPORT CARD](#)
- [CHILD PASSPORT CARD](#)
- [NAME CHANGE](#)

- [RENEW PASSPORT EXPEDITED MAIL SERVICE](#)
- [SECOND VALID PASSPORT EXPEDITED MAIL SERVICE](#)