

DS-11 FORM INSTRUCTIONS

Step 1

Check the box that reads: I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers. Then click "SUBMIT".

U.S. DEPARTMENT of STATE
TRAVEL.STATE.GOV BUREAU OF CONSULAR AFFAIRS

Application for U.S. Passport

Before you may enter your personal information to get a passport, you must review the Department of State's [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.

Submit Cancel

To report technical problems with this web site, please email us at passportweb@state.gov

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Step 2

Under Apply Online click "SUBMIT".

Estimate Your Passport Fees

Fill out your application online

What you'll need:

- Most recent passport book (if applicable)
- Emergency contact information
- A Printer
- [Adobe Acrobat Reader](#)

<p>Apply Online</p> <ul style="list-style-type: none">• Apply for a passport for the first time• Apply for a passport book, card, or both• Renew an expired passport• Update or correct passport information• Replace a damaged or limited validity passport <p>Submit</p>	<p>Add Visa Pages</p> <ul style="list-style-type: none">• Add blank visa pages to frequently used passports• Add blank visa pages when traveling to countries that require several blank pages	<p>Report Lost or Stolen</p> <ul style="list-style-type: none">• Report a lost or stolen passport	<p>Check Status</p> <ul style="list-style-type: none">• Check the status of a recently submitted passport application
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Step 3

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

About You

First Name: * Middle Name:

Last Name: * Suffix:

Date Of Birth: * City Of Birth: *

Country Of Birth: * State Of Birth: *

Social Security Number: *

Gender: * Male Female Height: * Feet: Inches:

Hair Color: * Eye Color: *

Your Occupation: * Your Employer:

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Step 4

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

Passport Application Review

Review your data below and make edits if needed

Name Provided: **JOHN DOE**

Date Of Birth: **05 / 15 / 1982**

Place Of Birth: **VALLEJO, CA**

Social Security Number: **123-45-6789**

Gender: **Male**

Height: **6FT. 1IN.**

Hair Color: **Black**

Eye Color: **Brown**

Occupation: **SOLDIER**

Employer: **US ARMY**

Mailing Street Address: **12345 NOWHERE STREET**

Apartment Number:

Mailing Street Address 2:

City: **IMAGINARY**

Country: **USA**

State: **VA**

Zip Code: **23801**

In Care Of:

Permanent Address Same As Mailing Address?: **Yes**

Email Address: **123ICU@FORTLEE.ARMY.MIL**

Cell Phone: **5555555555**

Step 5

Check the box for the Passport Book Fee (\$110) and click "NEXT". Note: Ignore the Total Cost. You are applying for a Government No-Fee Passport and will not be required to pay, but you will be required to check a box in this screen in order to go to the next page.

Summary of Passport Fees

Travel Document For JOHN DOE

Passport Book Fee (\$110): ?

Passport Card Fee (\$30): ?

Execution Fee: ? \$25

Additional Options

Expedite (\$60): ?

File Search (\$150): ?

Total Cost For JOHN DOE: \$25.00

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

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Step 6

Scroll down to the bottom of the page and check the "I have read and acknowledge..." box, and click "CREATE FORM".

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

1. Create Form

This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

Create Form

2. Start New Application

This will return you to the beginning of the Wizard so you may complete another form. Note: Please be sure to create your current form before proceeding.

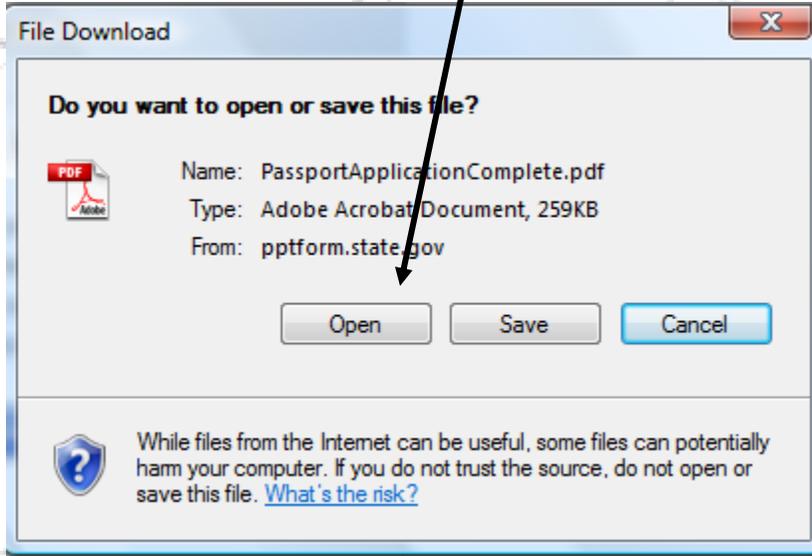
Start New Application

* [Adobe Acrobat](#) is required

For more information on how and where to apply for a passport, See [Get or Renew a Passport.](#)

Step 6

A box will open, prompting you to either "Open", "Save", or "Cancel". Click "OPEN".



NOTE: There should be a bar code in the top left corner of the 5th page, and on the bottom right hand corner of the 5th and 6th page. **DO NOT SIGN THE APPLICATION UNTIL YOU SEE THE PASSPORT AGENT!**

