

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're applying for a passport book
• You're renewing your existing passport book
• Your passport book will expire in less than 6 months
• The job you're applying for requires a passport book

Apply for a Passport Card
Select this option if:
• You're applying for a passport card
• You're renewing your existing passport card

Add Visa pages to your Passport
Select this option if:
• You have a valid passport and you're applying for 1 or more Visa Pages

Apply for a Passport Book and a Passport Card

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: Abraham
Middle Name: [Empty]
Last Name: [Empty]
Suffix: [Empty]

Date of Birth: 02/12/1989
Place of Birth: [Empty]

Sex: Male (selected) / Female
Height: Feet: 5, Inches: 10
Eye Color: Brown
Hair Color: Brown

Country of Birth: [Empty]
Country of Birth: [Empty]

Your Occupation: Lawyer
Your Employer: [Empty]

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Note: Ignore Incorrect Fees. Simply click "Next"

Passport and Visa Paper Application System - Mozilla Firefox

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Online Passport Application

Passport Cost Estimate

Examples based on current fees, subject to change

Passport Book Fee	\$65
Delivery Service Fees:	
<input type="checkbox"/> Priority Mail Delivery w/ Passport Fee - \$30	\$0.00
<input type="checkbox"/> Overnight Delivery (Available to Passport Agencies - \$16.25)	\$0.00
<input type="checkbox"/> Overnight Return (Passport Agency To Applicant - \$16.25)	\$0.00
Other Fees:	
<input type="checkbox"/> Expedite Fee (SAC)	\$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 (\$50)	\$0.00
<input type="checkbox"/> Sub-Tonal (\$127)	\$0.00
Passport Execution Fee (\$75)	\$0.00
Total	\$152

No 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 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: **LOUIS, KY - KENTUCKY, U.S.A.**

Social Security Number: **113-22-3333**

Height: **6FT - 0IN**
Hair Color: **BROWN**
Eye Color: **BROWN**
Occupation: **Lawyer**
Employer: **US Government**

Working Street Address: **113 Whitehouse Lane** [Edit]

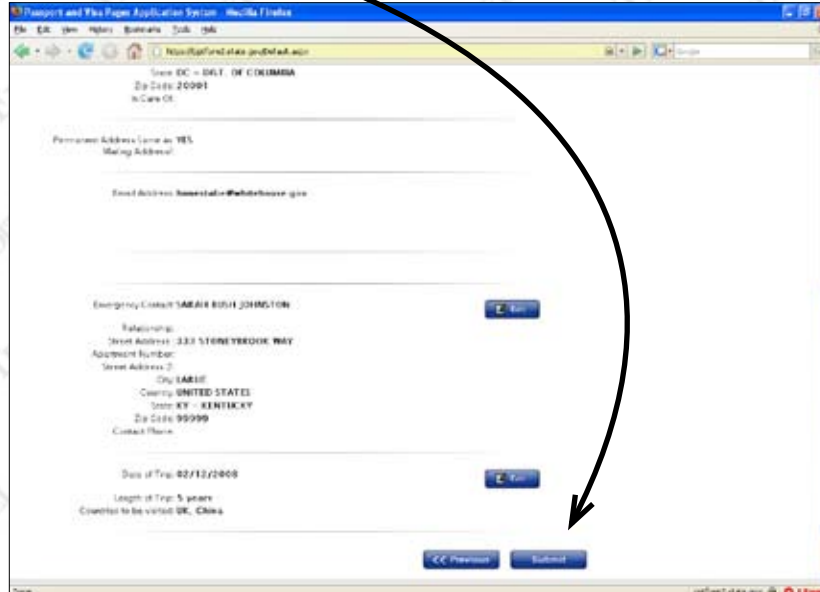
Applicant's Address:
Mailing Address 2:
City: **Washington**
Country: **UNITED STATES**
State: **DC - DIST. OF COLUMBIA**
Zip Code: **20001**
In Care Of:

Permanent Address (not a RES)
Mailing Address:

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Step 4

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



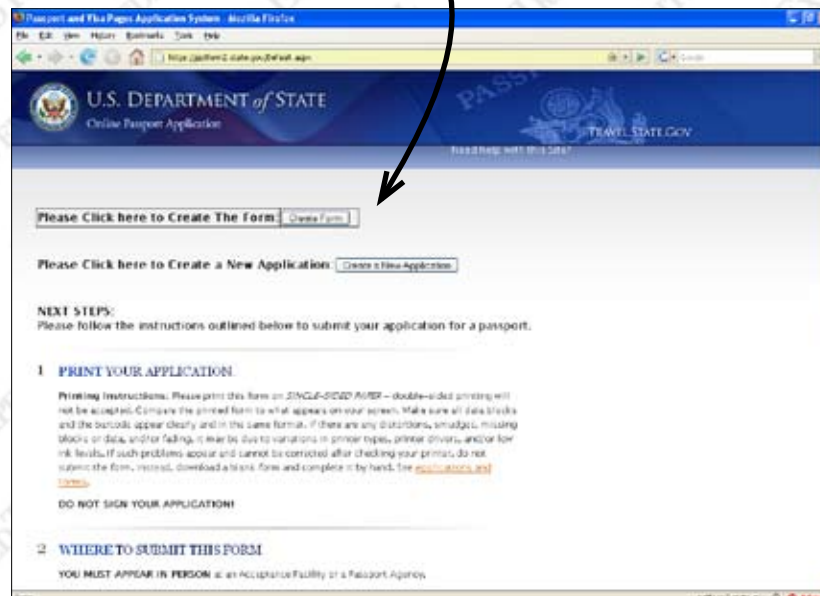
The screenshot shows a web browser window displaying a form for a U.S. Department of State application. The form contains the following information:

- Passport and Visa Paper Application System - Media Files
- Non-Resident of the United States
- Issue: EC - DIST. OF COLUMBIA
- Exp Date: 20091
- App Code:
- Permanent Address (Same as YES):
Mailing Address:
E-mail Address: SamuelB@whitehouse.gov
- Emergency Contact: SAMUEL BUSH, JR, WASHINGTON
Relationship:
Street Address: 333 STONEYBROOK WAY
Apartment Number:
Street Address 2:
City: SABBIE
Country: UNITED STATES
State: KY - KENTUCKY
Zip Code: 99999
Contact Name:
Date of Trav: 02/12/2009
Length of Trip: 5 years
Countries to be visited: UK, China
- Buttons: << Previous, Submit

A large black arrow points from the text "click Submit" to the Submit button at the bottom right of the form.

Step 5

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



The screenshot shows the U.S. Department of State website for the Online Passport Application. The page includes the following content:

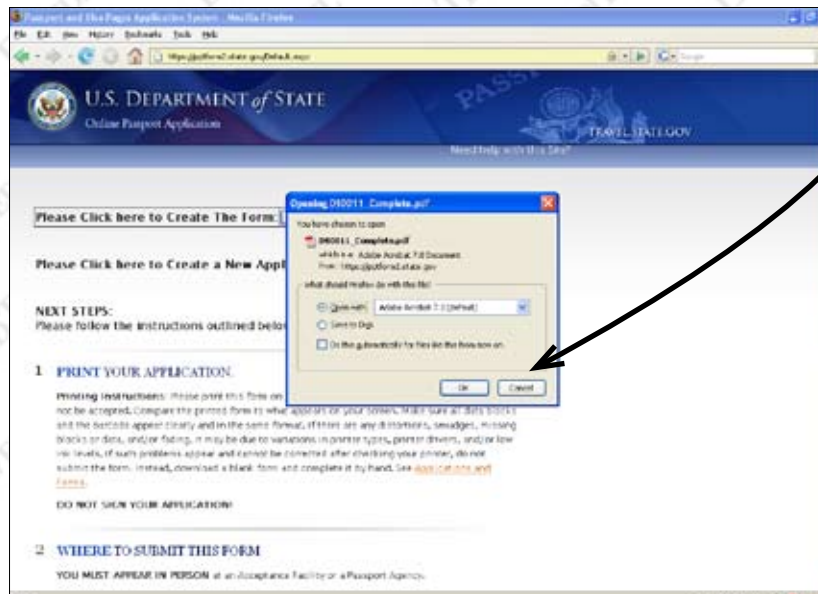
- U.S. DEPARTMENT of STATE
Online Passport Application
TRAVEL.STATE.GOV
- Buttons: [Please Click here to Create The Form](#) (Create Form), [Please Click here to Create a New Application](#) (Create New Application)
- NEXT STEPS:
Please follow the instructions outlined below to submit your application 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 and tips](#).
- 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 text "click 'Create Form'" to the "Create Form" button.

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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.

