

How to Complete an Initial Official Passport Application Online

Log into <https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

2

Click on the wording "Form Filler"

1. Application For A U.S. Passport (DS-11)

- **You should complete this form if** you're applying for the first time, you're applying for your child who is under age 16, or you don't meet our requirements to renew your passport.



2. Renewal Application (DS-82)


- **You should complete this form if** you meet our requirements to renew your passport. Keep in mind that children under age 16 cannot renew their passports.



3. Data Corrections, Some Name Changes, and Limited-Validity Passports (DS-5504)

- **You may be eligible to use this form if** you need to change or correct your passport, or you need to replace a passport that was limited to less than 10 years validity (which is the normal validity period for an adult's passport).





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A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS
U.S. Department of State

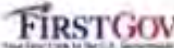
U.S. Passport Applications and Forms

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

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

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1. Click the box.

2. After selecting the box, click "Submit."

 **U.S. DEPARTMENT of STATE**
Online Passport Application

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[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](#)

Complete Online & Print

- Apply for a first-time passport book or card
- Renew your passport book or card
- Apply for a child's passport book or card
- Update or correct passport information
- Replace a damaged or limited validity passport

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

Submit

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For technical issues email PassportWeb@state.gov.

Click the "Submit" button.

About the Applicant

First Name: *	Middle Name:
<input type="text"/>	<input type="text"/>
Last Name: *	Suffix:
<input type="text"/>	<input type="text"/>
Date Of Birth (MM/DD/YYYY): *	City Of Birth: *
<input type="text"/>	<input type="text"/>
Country Of Birth: *	State/Territory Of Birth: *
UNITED STATES ▼	Please Select.. ▼
Social Security Number: *	
<input type="text"/>	
Sex: *	Height: *
<input type="radio"/> Male <input type="radio"/> Female	Feet: <input type="text"/> <input type="text"/> Inches: <input type="text"/> <input type="text"/>
Hair Color: *	Eye Color: *
Please Select... ▼	Please Select... ▼
Occupation: *	Employer or School: *
<input type="text"/>	<input type="text"/>

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2. Ensure this portion is exactly what you are using as “proof of citizenship” (e.g. birth certificate, tourist passport...). The State Department is very strict in this area.

3. Ensure this matches with “proof of citizenship” (e.g. Jr. ...)

4. Do not fill in. Please leave blank.

5. Ensure to bring in your SSN card for verification.

6. Self explanatory.

7. Occupation Employer or School
Your job title → Your employer
“Unemployed”(if not working) → Leave blank
“Child”(if not attending school) → Leave blank
“Student”(if attending school) → Name of school
Rank (If Military) → Branch of service (i.e. US Army)

8. When complete, click next.

The following blocks need to have our office information.

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Contact Information

Where should the passport be mailed?

Note: Please complete this section with a mailing address even if you are picking up your new passport directly from a passport agency.

Street Address/RFD#, P.O. Box, or URB: *

Street Address 2
(apartment, company, suite, unit, building, floor if applicable): ?

City: *

Country: *
UNITED STATES

State: *
Please Select...

Zip Code: *

In Care Of (e.g. In Care Of - Jane Doe): ?

Is This Your Permanent Address? * ?
☐ Yes ☐ No

Preferred Method of Communication

Preferred Method of Communication * ?
☒ Mail ☐ Email ☐ Both

Red boxes highlight the following fields and instructions:

- Street Address/RFD#, P.O. Box, or URB: *
- Street Address 2 (apartment, company, suite, unit, building, floor if applicable): ?
- City: *
- Country: * (UNITED STATES)
- State: * (Please Select...)
- Zip Code: *
- In Care Of (e.g. In Care Of - Jane Doe): ?
- Is This Your Permanent Address? * ? (Yes/No)

1. Insert:
IMBL-HRM-FT PASSPORT OFFICE

2. Insert:
PERSHING RD BLDG. **1** RM **211**

3. Insert:
FORT BLISS

4. Insert:
UNITED STATES

5. Insert:
TX

6. Insert:
79916

7. Type in the word:
COMMANDER

8. Select "NO" and input your physical address.

9. Once you have completed your physical address scroll down to complete the rest of the information. See next slide.

Preferred Method of Communication

Preferred Method of Communication * ?

☒ Mail ☐ Email ☐ Both

Your Email Address

Email Address: * ?

Confirm Email Address: * ?

Your Phone Number ?

Phone Number Type:

(no dashes): ☐ Home ☐ Work ☐ Cell

[+ Add Another Number](#)

[<< Previous](#) [Next >>](#)

For any questions about forms or status, please contact the [National Passport Information Center](#)
by email at NPIC@state.gov
or by phone: 1-877-487-2778 (TDD/TTY: 1-888-874-7793)
For purely technical issues, such as broken links or error messages, please email: passportweb@state.gov

1. Self explanatory.

1. Select the one you use on a regular basis.

2. Select the one you use on a regular basis.

3. Once complete, click next.

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Online Passport Application

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Travel Plans
Please complete this section with **known** or **anticipated** travel plans.

Date Of Your Trip (MM/DD/YYYY)? [?](#)

Date Of Your Return (MM/DD/YYYY)? [?](#)

Countries To Be Visited? [?](#)

Note: If you are traveling within two weeks, do not mail in your passport application. If you do, your application may not be completed before your travel date. Please call the National Passport Information Center at 1-877-487-2778 (TDD: 1-888-874-7793) to make an appointment to appear in person at a Passport Agency and receive expedited processing. The automated appointment system is available twenty-four hours a day, seven days a week


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These two fields are mandatory. The passport application cannot be processed if left blank

This field is mandatory. The passport application cannot be processed if left blank. Must be a country requiring a passport according to the Foreign Clearance Guide. Please input only one country even if multiple countries are to be visited.

When complete, click next.

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Who should we contact in case of an emergency?

First & Last Name: [?](#)

Street Address / RFD# Or P.O. Box: [?](#) Apt/Suite#:

City: [?](#) State: [?](#)
 Please Select...

Zip Code: [?](#) Telephone Number (no dashes): [?](#)


Relationship: [?](#)

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For purely technical issues, such as broken links or error messages, please email: passportweb@state.gov

1. Ensure to complete with a good physical address that can be used by our office to mail your personal documentation should you fail to come in to pick up (i.e. birth certificate, marriage license...). Your application cannot be processed without this information. If you process your passport application and do not pick up your personal documentation within one year, then our office will mail your personal documents to the address you provided in the emergency contact information.

2. When ready, click the "Next" button.

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Your Most Recent Passport

Have you been issued any of the following? *

☒ Passport Book ☐ Passport Card ☐ Both ☐ None


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or by phone: 1-877-487-2778 (TDD/TTY: 1-888-874-7793)
For purely technical issues, such as broken links or error messages, please email: passportweb@state.gov

1. If you have a passport of any type issued after the age of 18yrs old in your possession.

2. If you have never had any type passport.

3. When ready click the "Next" button.

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Parent & Spouse Information

Please fill in as much information as you know

Mother/Father/Parent ☐ Unknown

First & Middle Name: * Last Name (at Parent's Birth): *

Date Of Birth (MM/DD/YYYY): ? Place Of Birth: ? Sex: * ☐ Male ☐ Female U.S. Citizen: * ? ☐ Yes ☐ No

Mother/Father/Parent ☐ Unknown

First & Middle Name: * Last Name (at Parent's Birth): *

Date Of Birth (MM/DD/YYYY): ? Place Of Birth: ? Sex: * ☐ Male ☐ Female U.S. Citizen: * ? ☐ Yes ☐ No

Spouse

Have You Ever Been Married? * ? ☐ Yes ☒ No

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For purely technical issues, such as broken links or error messages, please email: passportweb@state.gov

1. If you are using your birth certificate as proof of citizenship, ensure to mirror your parents' information. Otherwise, at least input your parents' names if known.

2. If applicable, follow the prompts. Original supporting documentation may be needed during the appointment.

3. When ready, click the "Next" button.

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Online Passport Application
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Are you known by other names?

Other Names ?

Other First Name: Other Last Name:

+ Add Another Name

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For any questions about forms or status, please contact the [National Passport Information Center](#)
by email at NPIC@state.gov
or by phone: 1-877-487-2778 (TDD/TTY: 1-888-874-7793)
For purely technical issues, such as broken links or error messages, please email: passportweb@state.gov

1. Note: This section only applies to legal name changes. Original supporting documentation will be needed during the appointment.

4. When ready, click the "Next" button.

 U.S. DEPARTMENT *of* STATE

[? Need help with this Site?](#)

Personal Application Review

Check your information before printing your form. Making handwritten changes will slow down our processing of your form.

Name Provided: **JOHN WAYNE DOE** [Edit](#)

Date Of Birth: **01/01/1900**

Place Of Birth: **EL PASO, TX**

Social Security Number: **111-11-1111**

Gender: **Male**

Changing Gender Marker? **False**

Height: **5FT. 0IN.**

Hair Color: **BROWN**

Eye Color: **BROWN**

Occupation: **SGT**

Employer: **U.S. ARMY**

Mailing Street Address: **IMBL-HRM-FT PASSPORT OFFICE** [Edit](#)

Mailing Street Address 2: **PERSHING RD BLDG 1 RM 211**

City: **FORT BLISS**

Country: **USA**

State: **TX**

Zip Code: **79916**

In Care Of: **COMMANDER**

This is the edit screen where last changes to your passport application can be made. Once you advance to the next screen, the data gets locked and you will be unable to go back for corrections. When ready, click the “Next” button at the bottom of the screen.

Passport Products and Fees

Travel Document For JOHN WAYNE DOE

Passport Options

☒ Passport Book (\$110): ?

☐ Passport Card (\$30): ?

The U.S. Passport Card CANNOT be used for international air travel. This travel document can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

☐ Passport Book & Card (\$140): ?

Additional Fees

☐ File Search (\$150): ?

Execution (Acceptance) Fee: ?

\$35

Total Payable to "Department of State"

\$35.00

Total

\$35.00

***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.

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Next >>

Note: You will not get billed for following the next steps. This is so your passport application can be printed.

1. Select this option only.
2. *Please see the note.

3. When ready, click the "Next" button.

- ☒ Routine Service (FREE): ? \$0
- ☐ Expedited Service (\$60): ?
- ☐ Expedited at Agency Service (\$60): ?

NOTE: Most international residents must select Routine Service. Canadian residents who are renewing may select either Routine or Expedited Service. International residents who are traveling in three weeks or less should make an appointment at their country's embassy or consulate to apply.

Delivery Methods

Passport Book

- ☒ Standard Delivery (FREE): ? \$0
- ☐ 1-2 Day Delivery (\$16.48): ?

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

Total Payable to "Department of State"	\$110.00
Total	\$110.00

***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.

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Click the "Next" button.

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For general questions email NPIC@state.gov or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY).

For technical issues email PassportWeb@state.gov.



Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of [How to Apply in Person for a Passport](#).



Proof of Relationship

Birth Certificate with BOTH parents' names, Adoption decree with BOTH adopting parents' names, etc. Parent(s)/Guardian(s) must provide a photo ID at the time of application. For more information see Section 3 of [Special Requirements for Children Under Age 16](#).

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

1. Create Form

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

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

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

1. When you first get into this screen, you have to scroll all the way down to see the information that is on this slide.

2. Select the box.

3. When ready, click "Create Form."



Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of [How to Apply in Person for a Passport](#).



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1. Create Form

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

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

2. If another passport application is needed, click "Start New Application."

1. The print pop up will appear at the bottom of the screen. Select the "Open" button to print your passport application. You can only sign and date your application in front of a passport agent.

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

Do you want to open or save DS11_Complete.pdf (93.6 KB) from pptform.state.gov?

Open

Save

Cancel

U.S. Department of State
APPLICATION FOR A U.S. PASSPORT
Use **black ink only**. If you make an error, complete a new form. Do not correct.

OMB Control No. 1405-0004
Expiration Date: 04/30/2025
Estimated Burden: 85 Minutes

Select document(s) for which you are submitting fees:
☒ U.S. Passport Book ☐ U.S. Passport Card ☐ Both
The U.S. passport card is **not** valid for international air travel. See Instruction Page 3.
☒ Regular Book (Standard) ☐ Large Book (Non-Standard)
The large book is for frequent international travelers who need more visa pages.

1. Name Last: **DOE** First: **JOHN** Middle: **WAYNE** End, # Exp. #

2. Date of Birth (mm/dd/yyyy): **01 01 1900** 3. Gender (Read Instruction Page 1): **M** 4. Place of Birth (City & State if in the U.S. or City & Country as it is presently known): **EL PASO, TX**

5. Social Security Number: **111 11 1111** 6. Email (See application status at passportstatus.state.gov): **TEST@ARMY.MIL** 7. Primary Contact Phone Number: **915-123-1234**

8. Mailing Address Line 1: Street/RFD#, P.O. Box, or URB: **IMBL-HRM-FT PASSPORT OFFICE**
 Address Line 2: (Include Apartment, Suite, etc. If applicant is a child, write "In Care Of" of the parent. Example: In Care Of - Jane Doe)
PERSHING RD BLDG 1 RM 211, COMMANDER
 City: **FORT BLISS** State: **TX** Zip Code: **79916** Country: (if outside the United States)

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)

STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Second Signature Line (if identifying minor)
☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other
 Name: Issue Date (mm/dd/yyyy): Exp. Date (mm/dd/yyyy): State of Issuance: ID No: Country of Issuance:

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Third Signature Line (if identifying minor)
☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other
 Name: Issue Date (mm/dd/yyyy): Exp. Date (mm/dd/yyyy): State of Issuance: ID No: Country of Issuance:

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not performed any of the acts listed under "Acts or Conditions" on page 4 of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page 4 of the instructions to the application form.

Signature of person authorized to accept applications: Date: Agent ID Number: Facility ID Number: Print Facility Name/Location: Name of courier company (if applicable):

Applicant's Legal Signature - age 16 and older
 Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)
 Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

For Issuing Office Only: Bk Card CF Postage Execution Other

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1. This is an example of a completed passport application that consists of two pages.

2. Ensure the 2D bar code is here on the first page and is not smeared and printed in good condition so the application can process correctly.

3. The form does not have to be printed in color, black and white is okay. Please ensure that the boxes in the bottom section are visible.

Name of Applicant (Last, First, & Middle)				Date of Birth (mm/dd/yyyy)			
DOE, JOHN WAYNE				01/01/1980			
10. Parental Information Mother/Father/Parent - First & Middle Name				Last Name (at Parent's Birth)			
JAMES WAYNE				DOE			
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex		U.S. Citizen?	
01 01 1940		CALIFORNIA		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mother/Father/Parent - First & Middle Name				Last Name (at Parent's Birth)			
MICHELLE MARIE				DOE			
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex		U.S. Citizen?	
01 01 1941		ARIZONA		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have you ever been married? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the remaining items in #11.							
Full Name of Current Spouse or Most Recent Spouse				Date of Birth (mm/dd/yyyy)		Place of Birth	
JANE ROSE DOE				01 01 1982		EL PASO	
U.S. Citizen?		Date of Marriage (mm/dd/yyyy)		Have you ever been widowed or divorced?		Widow/Divorce Date (mm/dd/yyyy)	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		01/01/2015		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
12. Additional Contact Phone Number				13. Occupation (if age 16 or older)		14. Employer or School (if applicable)	
				SGT		U.S. ARMY	
15. Height		16. Hair Color		17. Eye Color		18. Travel Plans	
5ft. 0in.		BROWN		BROWN		Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited	
						01/01/2020 01/01/2023 GERMANY	
19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.							
Street/RFD # or URB (No P.O. Box)						Apartment/Unit	
123 PERSHING RD						1	
City				State		Zip Code	
EL PASO				TX		79916	
20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.							
Name				Address: Street/RFD # or P.O. Box		Apartment/Unit	
JANE DOE				123 PERSHING RD		1	
City		State		Zip Code		Phone Number Relationship	
EL PASO		TX		79916		915-222-2222 SPOUSE	
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, complete the remaining items in #21.							
Name as printed on your most recent passport book				Most recent passport book number		Most recent passport book issue date (mm/dd/yyyy)	
Status of your most recent passport book: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)							
Name as printed on your most recent passport card				Most recent passport card number		Most recent passport card issue date (mm/dd/yyyy)	
Status of your most recent passport card: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)							
PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY							
Name as it appears on citizenship evidence							
<input type="checkbox"/> Birth Certificate SR CR City Filed:				Issued:			
<input type="checkbox"/> Nat. / Citiz. Cert. USCIS USC Date/Place Acquired:				A#			
<input type="checkbox"/> Report of Birth Filed/Place:							
<input type="checkbox"/> Passport C/R S/R Per PERS #/DOI:							
<input type="checkbox"/> Other:							
<input type="checkbox"/> Attached:							
<input type="checkbox"/> PIC of Citiz <input type="checkbox"/> PIC of ID <input type="checkbox"/> DS-71 <input type="checkbox"/> DS-3063 <input type="checkbox"/> DS-64 <input type="checkbox"/> DS-5520 <input type="checkbox"/> DS-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> IRL <input type="checkbox"/> Citiz W/S				* DS 11 B 09 2013 2 *			

If any questions arise during this process, please contact us:

USARMY Ft Bliss IMCOM Central Mailbox FB Passports
usarmy.bliss.imcom-central.mbx.fb-passports@mail.mil

(915) 568-1405/7163/7144/9885 or 569-7326