

# How to Complete a Renewal 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).





### 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.

Submit

Cancel

For any questions about forms or status, please contact the [National Passport Information Center](#)  
by email at [NPIC@state.gov](mailto: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](mailto:passportweb@state.gov)



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External links to other Internet sites should not be construed as an endorsement of the  
views contained therein. [Copyright Information](#) [Disclaimers](#)

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 Form Online**

- Applying for an adult or minor passport for the first time
- Applying for a passport book, card, or both
- Renewing an expired passport
- Updating or correcting passport information
- Replacing 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**

For any questions about forms or status, please contact the [National Passport Information Center](#) by email at [NPIC@state.gov](mailto: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: [p...](#)

Click the "Submit" button.



### Tips Before You Start

- Our Form Filler allows you to enter your info and print a PDF form with a unique barcode. This Form Filler is not an online application.
- You should sign your name in handwriting on the form but do not make handwritten changes to the form after you've printed it. If there is an error, start over and fill out a new form.
- Handwriting on the form (except to sign your name) will cause delays in processing your application.
- Once you've printed the form, the information you entered is not saved. For example, when filling out forms for your children, you cannot copy shared information like an address from one child's form to the next.

### 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"/> ▼ Inches: <input type="text"/> ▼
Hair Color: *	Eye Color: *
Please Select... ▼	Please Select... ▼
Occupation: * ?	Employer or School: ?
<input type="text"/>	<input type="text"/>

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.

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Next >>

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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

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

For any questions about forms or status, please contact the [National Passport Information Center](#)  
by email at [NPIC@state.gov](mailto: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](mailto:passportweb@state.gov)

1. Self explanatory.

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

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

4. Once complete click next.

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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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For any questions about forms or status, please contact the [National Passport Information Center](#) by email at [NPIC@state.gov](mailto: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 [webmaster@state.gov](mailto:webmaster@state.gov).

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 any questions about forms or status, please contact the [National Passport Information Center](#)  
by email at [NPIC@state.gov](mailto: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](mailto: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 back to our office to pick it 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 1 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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For any questions about forms or status, please contact the [National Passport Information Center](#)  
by email at [NPIC@state.gov](mailto: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](mailto:passportweb@state.gov)

1. This only applies if you have had a previous military passport and are applying for the same type of military passport. If you are applying for a different type of military passport please call our office before proceeding.

2. If you have never had a military passport or if you only have had a regular tourist passport then click "NONE"

3. If you have **selected "None"** please close out this application and open **"How to Complete** an Initial Official Passport Application Online (Revised 20191203).

4. When ready click the "Next" button.

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Online Passport Application

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### Your Most Recent Passport

Have you been issued any of the following? \*

☒ Passport Book   ☐ Passport Card   ☐ Both   ☐ None

**Passport Book**

Do you still have the book in your possession? \*

☐ Yes   ☐ No, it was Lost  
☐ Yes, but it was Damaged or Mutilated   ☐ No, it has been Stolen

NOTE! By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued (MM/DD/YYYY):

Your name as printed on your most recent book:

First and Middle Name:

Last Name:

Book number:

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1. Self explanatory

2. When ready click the "Next" button.



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### Your Most Recent Passport

Was the data printed correctly in your most recent document? \*

☐ No, it was printed incorrectly on my passport book

☐ Yes, it was printed correctly

Has your name changed since your most recent document was issued? \*

☐ Yes, it has changed since I got my passport book

☐ No, it has not changed since I was issued a document

Was your most recent passport book limited for two years or less? \*

☐ Yes ☐ No

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1. Self explanatory.

2. When ready click the "Next" button.



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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](mailto: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](mailto:passportweb@state.gov)

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

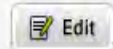
2. When ready click the "Next" button.



## 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**



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.**

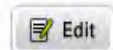
Hair Color: **BROWN**

Eye Color: **BROWN**

Occupation: **SGT**

Employer: **U.S. ARMY**

Mailing Street Address: **IMBL-HRM-FT PASSPORT OFFICE**



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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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): <sup>?</sup> \$0
- ☐ Expedited Service (\$60): <sup>?</sup>
- ☐ Expedited at Agency Service (\$60): <sup>?</sup>

**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): <sup>?</sup> \$0
- ☐ 1-2 Day Delivery (\$16.48): <sup>?</sup>

**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.

#### Need Help?

For status checks visit [passportstatus.state.gov](https://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).



**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  
U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS  
*Use black ink only. If you make an error, complete a new form. Do not correct.*

OMB Control No. 1405-0020  
Expiration Date: 04/30/2025  
Estimated Burden: 40 Minutes

Select document(s) for which you are applying:  
☒ 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 (Your name must match previous passport or name change document)  
**DOE**  
 First: **JOHN** Middle: **WAYNE**

2. Date of Birth (mm/dd/yyyy) **01 01 1990** 3. Gender (Read instruction Page 2) ☒ M ☐ F ☐ X Changing gender marker? **EL PASO, TX**  
 4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known)

5. Social Security Number **111 11 1111** 6. Email (See application status at [passportstatus.state.gov](https://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, In Care Of or Attention if applicable.)  
**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. (Example: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)  
 A. \_\_\_\_\_ B. \_\_\_\_\_

10. U.S. Passport Information  
 Your name as printed on your most recent U.S. passport book and/or passport card:  
**JOHN WAYNE DOE**  
 Most recent U.S. passport book number: \_\_\_\_\_ Book issue date (mm/dd/yyyy): \_\_\_\_\_  
 Most recent U.S. passport card number: \_\_\_\_\_ Card issue date (mm/dd/yyyy): \_\_\_\_\_  
**S12345675** **05/14/2023**

11. Name Change Information Complete if name is different than last U.S. passport book or passport card  
☐ Changed by Marriage Place of Name Change (City/State): \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_  
☐ Changed by Court Order \_\_\_\_\_  
 Please submit a certified copy.

**YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW. THEN COMPLETE PAGE 2**  
 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 an 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 statements in support of this application; 4) the photograph submitted with 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.

x \_\_\_\_\_ Applicant's Legal Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ISSUING OFFICE ONLY** ☐ PPT BK C/R ☐ PPT BK S/R ☐ PPT CD C/R ☐ PPT CD S/R  
☐ Marriage Certificate Date of Marriage/Place Issued: \_\_\_\_\_  
☐ Court Order Date Filed/Court: \_\_\_\_\_  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
☐ Other \_\_\_\_\_  
☐ Attached: \_\_\_\_\_

For Issuing Office Only → Bk Fee \_\_\_\_\_ Cd Fee \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Other \_\_\_\_\_


DS-82 04-2022

1. This is an example of a complete passport application that consists of 2 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 bottom section are visible.



Name of Applicant (Last, First & Middle)			Date of Birth (mm/dd/yyyy)										
DOE, JOHN WAYNE			01/01/1980										
12. Height	13. Hair Color	14. Eye Color	15. Occupation	16. Employer or School (if applicable)									
5ft. 0in.	BROWN	BROWN	SGT	U.S. ARMY									
17. Additional Contact Phone Numbers													
<table><tr><td>Home</td><td>Cell</td><td>Home</td><td>Cell</td></tr><tr><td>Work</td><td></td><td>Work</td><td></td></tr></table>						Home	Cell	Home	Cell	Work		Work	
Home	Cell	Home	Cell										
Work		Work											
18. 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										
19. 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											
City	State	Zip Code	Phone Number	Relationship									
EL PASO	TX	79916	915-222-2222	SPOUSE									
20. Travel Plans													
Departure Date (mm/dd/yyyy)	Return Date (mm/dd/yyyy)	Countries to be visited											
12/15/2020	12/15/2023	GERMANY											
<b>STOP! YOU HAVE COMPLETED YOUR APPLICATION BE SURE TO SIGN AND DATE PAGE ONE</b>													
<b>WHERE DO I MAIL THIS APPLICATION?</b>													
<u>If applying in the United States or Canada:</u>													
<b>FOR ROUTINE SERVICE</b> (If you live in CA, FL, IL, MN, NY, or TX): National Passport Processing Center P.O. Box 640155 Irving, TX 75064-0155		<b>FOR ROUTINE SERVICE</b> (If you live in any other state or Canada): National Passport Processing Center P.O. Box 90155 Philadelphia, PA 19190-0155		<b>FOR EXPEDITED SERVICE</b> (Additional Fee, any state or Canada): National Passport Processing Center P.O. Box 90955 Philadelphia, PA 19190-0955									
<u>Because of the sensitivity of the enclosed documents, Passport Services recommends using trackable mailing service when submitting your application.</u>													
<u>If applying outside the United States or Canada:</u>													
United States citizens residing outside the U.S. or Canada <b>CANNOT</b> submit this form to domestic addresses listed above. Such applicants should visit <a href="http://www.usembassy.gov">www.usembassy.gov</a> to find the nearest U.S. Embassy or Consulate for procedures for applying outside the United States.													
 * DS 82 B 08 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](mailto:usarmy.bliss.imcom-central.mbx.fb-passports@mail.mil)

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