

Easy instructions to apply for your passport online
Please follow the steps below to minimize passport processing delays

IMPORTANT NOTES:

- Use 000-00-0000 for a new born or applicant without social security numbers. (notify your agent)
- **Expedite options are not available on this site for official and no fee passport, please do not utilize this option.**
- Updates to procedures are made often by US Department of State. Instructions are current as of Oct 2017.
- You may not apply for an official Passport Card. Passports are limited to 28 pages (diplomatic books exempt)

ONLINE INSTRUCTIONS:

1. Go to following passport link: <https://travel.state.gov/>
2. Click on **U.S. Passport**. On the following page click on **GET STARTED**.
3. **STOP and READ instructions 4 through 6** before answering any Department of State questions.
4. You will complete 5 categories: Confirm Eligibility, Calculate Cost, Collect Documents, Get a Photo, and Complete Forms & Submit Application. How you answer these questions will determine what form(s) will be completed.
5. **Confirm Eligibility**: Please provide responses to the questions presented.
6. **Complete Forms & Submit Application category**: Make sure you click on **Complete online & Print**.
7. After review, click on the box "I have read... Notices and Disclaimers", then click the **SUBMIT BUTTON**.
8. Select the appropriate block of the service you are applying for by clicking the **SUBMIT BUTTON**.
9. The form will load. Fill in the requested information about the Applicant. To continue, click the **NEXT BUTTON**.
10. **Where to mail your Passport**: Please utilize the processing Passport Office mailing address. Your Passport will only be mailed to a DoD Passport Acceptance Agent. (responsible DoD passport office, contact agent for the address)
11. **Your Permanent Address**: You may **not** use an APO or PO Box. A home of record (HOR) or local address must Be provided in this section. (Your passport will not be mailed to this address) **Email Address**: Include a good email address. **Phone Number**: Include a good phone number. **CLICK NEXT BUTTON** to continue.
12. Provide travel plans if you have upcoming dates. (Highly Recommended) **CLICK NEXT BUTTON to continue.**
13. Emergency contact information is optional. (Highly Recommended) **CLICK NEXT BUTTON to continue.**
14. At the top of the page click on **PASSPORT BOOK** **Date of your most recent passport book issued**: Reference the information from your **MOST RECENTLY** issued PASSPORT BOOK/CARD, **regardless of type (Tourist, No-Fee, Official, Card, etc.)**. Select the option "The passport is in your possession" (as long as it is not lost, stolen, damaged, or mutilated.) the wizard will generate the correct form. **CLICK NEXT BUTTON to continue.** If reporting a lost, stolen, damaged or mutilated passport reference this passport.
15. **Your Most Recent Passport**: you will be asked three questions. Depending on how you answer, the system may Ask for additional information. This information you provide must be accurate. **CLICK NEXT BUTTON to continue.**
16. **Are you known by other names**: This would be your **maiden** name or other names utilize. This information must Be provided. **CLICK NEXT BUTTON to continue.**
17. At the bottom of the Application Review screen, click the **PREVIEW FORM BUTTON**. **Review your information**. For first time applicants or for a minor under the age of 16, review **block Number 10**, (parents information) This block must contain the applicants **Parents Names at their birth (e.g. Maiden Name)**. If correct **CLICK NEXT BUTTON to continue.**
18. Select Passport book, card or both for the correct fee. **Do not utilize expedite options.** **CLICK NEXT BUTTON to continue.** **Please note** that **No-Fee Passports are No-Fee**, however you must select a fee block to continue.
19. Scroll to bottom of page, Click on the box, "I have read and acknowledge the steps". Select the **CREATE FORM BUTTON to continue.**
20. Scroll down and select the options to **OPEN THE PDF FILE**. **Review your information**.
21. Review the form a final time and ensure that the Scan Bar appears in the upper left hand corner of the application.
22. Print the application pages, **single side paper**; provide the **Unsigned** application to the agent with all supporting documents. Once your application is fully reviewed and assembled by the agent you will be asked to SIGN.