



1 Choose **“APPLY ONLINE”** and click on **“SUBMIT”**.

1.1 Click **“NEXT”** to go to the next page.



2 **Fill in all fields**, even those marked optional. Your application may be delayed if there are blank fields.

2.1 If you are not sure how to answer an item, click on the **QUESTION MARK ICON** for an explanation.

U.S. DEPARTMENT of STATE
Online Passport Application

Travel Plans

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

Date Of Your Trip? Length Of Trip?

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: 1-888-874-7700) 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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3 Fill in all fields and click “NEXT” to go to the next page.

3.1 Because you are using a private expediting company, this NOTE does NOT apply to you, so you can SKIP it.

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Summary of Passport Fees

Travel Document For JOHN ADAM SMITH

<input checked="" type="checkbox"/> Passport Book Fee (\$110):	\$110
<input type="checkbox"/> Passport Card Fee (\$30):	
Execution Fee:	\$25

Passport Book

Delivery Options

<input checked="" type="radio"/> Priority Mail (FREE):	\$0
<input type="radio"/> Overnight (\$14.96):	

Additional Options

<input checked="" type="checkbox"/> Expedite (\$60):	\$60
<input type="checkbox"/> File Search (\$150):	

Total Cost For JOHN ADAM SMITH: \$195.00

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4 Check “PASSPORT BOOK FEE” and “EXPEDITE” option. The DELIVERY OPTIONS do NOT apply to you, so you can SKIP them.

4.1 Click “NEXT” to go to the next page

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Next Steps

After reading and acknowledging your understanding of the instructions, you will be ready to generate your Passport Application form(s).

- 1 Print Your Application(s).**
DO NOT sign your DS-11 (Application for a U.S. Passport)
[Click Here to view Printing Instructions](#)
- 2 How to Submit Your Application(s)**
For Minors under Age 16 you must establish proof of citizenship AND proof of relationship between the child applicant and the parent(s)/guardian(s). Previous U.S. passports are not acceptable as proof of relationship.
For more information on how to submit an application for a minor, see [Special Requirements for Children Under Age 16](#).
- 3 Where To Submit Your Application(s)**
Both parents/guardians and the child must appear at an Acceptance Facility or a Passport Agency with the DS-11.
Locate a Facility or Agency nearest you.
[Locate](#)
NOTE: If you are traveling within 2 weeks, you can make an appointment to apply at a Passport Agency by contacting the National Passport Information Center toll-free at 1-877-487-2778 (TDD: 1-888-874-7799). The automated appointment system is available 24/7.
- 4 What to Submit With Your Application(s)**
 - Two Recent Passport Photos**
[Click Here to view details on submitting a passport photo](#)
 - Correct Passport Fees**
Your total passport fees are \$165.00
[View the Passport Fees](#) for more information.
 - 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 application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form. Create Form <small>* Adobe Acrobat is required</small>	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
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5 **SKIP Steps 1, 2, 3, and 4 of "NEXT STEPS."**
These will be summarized on a later page.

5.1 Check the **ACKNOWLEDGEMENT BOX** and click on **"CREATE FORM."**

Note: **Print pages 5-6 of the application form once it's been created. DO NOT SIGN THE FORM until the Acceptance Agent (AA) requests your signature.**