

DS-11 Application Wizard Instructions

Created by PassportVisasExpress.com; updated July 2015

If you are having difficulty creating the form and are using Firefox as your browser, try to fill out the form using Internet Explorer. If you are having any technical problems with the State Department's application wizard, please visit their "Frequently Asked Questions" page: <https://pptform.state.gov/include/FAQ.htm>

STEP 1

Please check the box 'I have read the Privacy...'; Click the 'Submit' button.

U.S. DEPARTMENT of STATE
TRAVEL.STATE.GOV BUREAU OF CONSULAR AFFAIRS

Application for U.S. Passport

Before you may enter your personal information to get a passport, you must register the Department of State's [Privacy and Computer Read and Abuse Acts Notices and Disclosures](#).

This link opens a new page. Once you have read the notice and disclosures, close that window and click on the box below to indicate you have read them.

I have read the Privacy and Computer Read and Abuse Acts Notices and Disclosures.

To report technical problems with this web site, please email us at passportweb@state.gov

FIRSTGOV This site is managed by the Bureau of Consular Affairs, U.S. Department of State.

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STEP 2

Choose "Apply Online", and click "Submit"

Online Passport Application TRAVEL.STATE.GOV

Need help with this Site?

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

Apply Online

- Apply for a passport for the first time
- Apply for a passport book, card, or both
- Renew an expired passport
- Update or correct passport information
- Replace a damaged or limited validity passport

Add Visa Pages

- Add blank visa pages to frequently used passports
- Add blank visa pages when traveling to countries that require several blank pages

Report Lost or Stolen

- Report a lost or stolen passport

Check Status

- Check the status of a recently submitted passport application

STEP 3

Fill in all the required fields (*) and click "Next".

You MUST fill out all the required fields. Non-required fields may be left empty.

U.S. DEPARTMENT of STATE
Online Passport Application TRAVEL.STATE.GOV

Need help with this Site?

About You

First Name: *
WDA

Middle Name:

Last Name: *
DWD

Suffix:

Date Of Birth: *
12/12/1991

City Of Birth: *
PEAF

Country Of Birth: *
UNITED STATES

State Of Birth: *
CA - CALIFORNIA

Social Security Number: *
123-45-6789

Gender: *
 Male Female

Height: *
Feet: 6 Inches: 0

Eye Color: *
Green

Hair Color: *
Black

Your Occupation: *
WDW

Your Employer:

STEP 4

Continue to fill in all required fields in the next few pages (clicking "Next" at the bottom right of each page until you reach "Summary of Passport Fees").

Contact Information

Where should the passport be mailed?

Street Address (RFD or P.O. Box): *
WDAE Apt. (Suite):

Street Address 2:

City: *
DAWOW

Country: *
UNITED STATES

State: *
CA - CALIFORNIA

Zip Code: *
90210

In Care Of:

Is This Your Permanent Address? *
 Yes No

Your Email Address

Email Address:

Your Phone Number

Phone Number: (no dashes):
Type: Home Work Cell

Phone #: either 703-351-0992 or 7033510992 are acceptable.

STEP 5

Please check boxes: "Passport Book Fee", "Expedite" and click "Next". The "Total Cost" at the bottom of the page is used to let the Passport Agency know you are expediting the application. You will not make a payment online.

Passport Products and Fees

Travel Document For JANE DOE DOE

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):

Processing Methods

Routine Service (FREE):

Expedited Service (\$60):

Expedited at Agency Service (\$60):

any of these will work

Delivery Methods

Passport Book

Standard Delivery (FREE): \$0

Overnight Delivery (\$12.72):

Total Cost For JANE DOE DOE:

STEP 6

Please disregard the the three steps at the top of this page. Scroll to the bottom of the page and "check" that you have read the steps, then click the "Create Form" button. (The first 3 steps are for applicants who are not using "expedited" service).

Locate a Facility or Agency nearest you.

What to Submit With Your Application(s)

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.

* Adobe Acrobat is required

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.

STEP 7

Select "Open with" to view the 6-page document "PassportApplicationComplete". The document should show "DS-11" on the bottom left corner.

Opening PassportApplicationComplete.pdf

You have chosen to open PassportApplicationComplete.pdf which is a: Adobe Acrobat 7.0 Document from: https://ppfform.state.gov

What would Firefox do with this file?

Open with Adobe Acrobat 9.3 (default)

Save File

Do this automatically for files like this from now on.

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.

* Adobe Acrobat is required

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.

STEP 8

On the printing properties, please select "Pages: 5-6", print 2 copies and click "OK". Note: Double-sided applications are not accepted.

Print

Printer: HP LaserJet P2035n

Print Range: All Current view Custom page range

Pages: 5-6

Subst: All pages in range

Page Handling: Reverse pages

Copies: Collate

Page Scaling:

Auto-Rotate and Center

Use custom paper size when needed

Print color as black

STEP 9

After the DS-11 has been printed, please close the window and return to the PassportVisasExpress.com website to continue following the application requirements. Be sure to click "Add to Cart" at the bottom of the requirements page to place your order.