

DS-4085 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 review the Department of State's [Privacy and Computer Fraud and Abuse Act Notices and Disclaimers](#).

This link opens a new page. Once you have read the notices and disclaimers, 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 Act Notices and Disclaimers.

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 "Add Visa Pages", and click "Submit"

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

Need help with this Site?

Estimate Your Passport Fees

Fill out your application for additional visa pages

What you'll need:

- A passport book
- A printer
- State Access Reader

Add Visa Pages

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

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

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: * FEAF

Country of Birth: * UNITED STATES State of Birth: * CA - CALIFORNIA

Social Security Number: * 123-45-6789

Gender: * Male Female

Height: * Feet: 6 Inches: 0

Hair Color: * Black

Eye Color: * Green

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 (RDAD Or P.O. Box: * RDAD Apt./Suite:

Street Address 2:

City: * DAWGW 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: "Expedite", "Standard Delivery" 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

Passport Options

Extra Visa Pages (582) 582

48 Pages

The 48 page option is a passport book with 48 extra visa pages in lieu of the standard 24 pages. The larger book is for those who anticipate very frequent travel abroad and is recommended for applicants who have required the addition of visa pages in the past. **NOTE: If pages have been added to your passport book previously, we may not be able to accommodate your request.**

Processing Methods

- Routine Service (FREE) 160
- Expedited Service (50) 160
- Expedited at Agency Service (50) 160

any of these will work

Delivery Methods

- Passport Book 50
- Standard Delivery (FREE) 50
- Overnight Delivery (\$12.72) 50

Total Cost For JANE DOE: \$142.00

*No Passport Fee Exceptions: if you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.

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STEP 6

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

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: 1-888-974-7793). The automated appointment system is available 24/7.

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 \$160.00
See 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 Identity
Valid Photo ID, like a Driver's License [Click here](#) for more information on submitting Proof of Identity

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](#)
* 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.
[Start New Application](#)

STEP 7

Select "Open with" to view the 4-page document "PassportApplicationComplete". The document should show "DS-4085" on the bottom left corner.

STEP 8

On the printing properties, please select "Pages: 4", print 2 copies and click "OK". Note: Double-sided applications are not accepted.

Opening PassportApplicationComplete.pdf

You have chosen to open

PassportApplicationComplete.pdf
which is at: Adobe Acrobat 7.0 Document
from: https://ppfform.state.gov

What should Firefox do with this file?

- Open with: Adobe Acrobat 9.3 (default)
- Save File
- Do this automatically for files like this from now on.

OK Cancel

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

U.S. Department of State
APPLICATION FOR A U.S. PASSPORT
PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS.

Applied: Date:

FOR INFORMATION, QUESTIONS, AND INQUIRIES: Please visit our website at [travel.state.gov](#). In addition, you can contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD: 1-888-974-7793) or by e-mail at [NPI@state.gov](#). Customer Service hours of service are available M-F, 6AM-12 Midnight Eastern Time for online service only. Automated information is available 24/7.

U.S. PASSPORTS: These are issued to U.S. CITIZENS and NATURALIZED U.S. CITIZENS. U.S. PASSPORTS ARE NOT ISSUED TO U.S. CITIZENS WHO ARE CURRENTLY UNDER FEDERAL OR STATE COURT ORDER OR UNDER FEDERAL OR STATE COURT ORDER FOR RESTRICTION OF TRAVEL. U.S. PASSPORTS ARE NOT ISSUED TO U.S. CITIZENS WHO ARE CURRENTLY UNDER FEDERAL OR STATE COURT ORDER FOR RESTRICTION OF TRAVEL. U.S. PASSPORTS ARE NOT ISSUED TO U.S. CITIZENS WHO ARE CURRENTLY UNDER FEDERAL OR STATE COURT ORDER FOR RESTRICTION OF TRAVEL. U.S. PASSPORTS ARE NOT ISSUED TO U.S. CITIZENS WHO ARE CURRENTLY UNDER FEDERAL OR STATE COURT ORDER FOR RESTRICTION OF TRAVEL.

APPLICANTS WHO HAVE HAD A PREVIOUS U.S. PASSPORT BOOK AND/OR U.S. PASSPORT CARD

If your most recent passport book and/or passport card was issued less than 10 years ago and you were over 16 years old at the time of issuance you may be eligible to use Form DS-2025 (online or electronic application). Please ensure adult applicants who are applying with their spouse, contact NPIC. Address any requests to the address of the visa page on a passport agency or U.S. consulate abroad. In absence of your department, check for any new requirements with respective officials of your country you are visiting.

SPECIAL REQUIREMENTS FOR CHILDREN

- AS DIRECTED BY PUBLIC LAW 105-113 AND 22 CFR 51.30:
- The parent or guardian of a child under age 16 must consent to the child's legal passport(s) and assent to apply for the following:
 - 1. Proof of U.S. Citizenship
 - 2. Proof of U.S. Residency
 - 3. Proof of the child's relationship to parent(s) and
 - 4. Notarized consent.
- IF ONLY ONE PARENT APPEARS YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:
 - Notarized consent of the absent parent concerning the passport request for the child.
 - Written evidence of sole authority to apply OR
 - Written evidence of the other parent's unavailability.
- AS DIRECTED BY REGULATION 22 CFR 51.21 and 51.30:
- Both parents must apply for a passport book and/or passport card must appear to parent.

WHAT TO SUBMIT WITH THIS FORM:

- PROOF OF U.S. CITIZENSHIP (Evidence of U.S. citizenship that is not damaged, altered, or forged will be returned to you)
- TWO RECENT COLOR PHOTOGRAPHS, AND
- PROOF OF U.S. RESIDENCE (Evidence of U.S. residence that is not damaged, altered, or forged will be returned to you)

WHAT TO SUBMIT WITH THIS FORM:

- Passport application and consent of parent(s) to use of the following acceptance agency: a Federal or State court order or a judicial order of child abuse or custody modification or child support enforcement or a specific judicial or administrative order.
- Passport application and consent of parent(s) to use of the following acceptance agency: a Federal or State court order or a judicial order of child abuse or custody modification or child support enforcement or a specific judicial or administrative order.
- Passport application and consent of parent(s) to use of the following acceptance agency: a Federal or State court order or a judicial order of child abuse or custody modification or child support enforcement or a specific judicial or administrative order.

NOTE: The National Passport Information Center (NPIC) is not responsible for the accuracy of information on this website.

Print

Printer: HP LaserJet P2035n
Status: Ready
Type: HP LaserJet P2035n

Print Range: All
 All
 Current view
 Pages: 4
Subset: All pages in range

Page Handling: Collate
 Reverse pages

Page Scaling: Fit to Printable Area
 Auto-Rotate and Center
 Choose paper source by PDF page size
 Use custom paper size when needed

Print to file
 Print color as black

Printing Tips Advanced Summarize Comments

OK Cancel

DAWDW CA 90210

7. Contact Phone Number Home Cell

8. Email Address (Optional)

STEP 9

After the DS-4085 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.