

# U.S. PASSPORT

## APPLICATION INSTRUCTIONS

[www.travel.state.gov](http://www.travel.state.gov)



# U.S. PASSPORT

**Processing times are as follows:**

**Routine Service – 8-11 Weeks**

**Expedited – 5-7 Weeks**



GO TO  
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AND  
CLICK ON  
U.S. PASSPORTS



	Russia Travel Advisory March 17, 2022	Do Not Travel and Leave Immediately
	Ukraine Crisis March 4, 2022	Information for U.S. Citizens in Ukraine
	COVID-19 Alert January 10, 2022	Update on U.S. Passport Operations

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**Travel.State.Gov**  
U.S. DEPARTMENT of STATE — BUREAU of CONSULAR AFFAIRS

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**U.S. CITIZEN TRAVELERS**

Please enroll in **step.state.gov** to receive alerts & ensure you can be located in an emergency







**U.S. CITIZENS IN AN EMERGENCY**

Call **1-888-407-4747** (U.S./Canada) or **+1-202-501-4444** (overseas) or contact the nearest embassy: **travel.state.gov**

**Get a U.S. Passport**

**Find International Travel Information**

**Get U.S. Visas**

<b>I need a passport</b>  <a href="#">Apply in person</a> <a href="#">Children under age 16</a> <a href="#">Children age 16 and 17</a> <a href="#">Track my application status</a> <a href="#">What is a passport card?</a>	<b>I already have a passport</b>  <a href="#">Renew my passport</a> <a href="#">Report it lost or stolen</a> <a href="#">Change or correct my passport</a> <a href="#">Track my renewal application status</a>	<p>We're holding special Passport Fairs across the United States to help you get your passport. Adults who are first-time applicants and all children can apply early and avoid the rush! New events will be added each week.</p> <p>Jan 18, 2022</p> <p><b>Passport Operations in Response to COVID-19</b></p>
<b>I want a form</b>  <a href="#">Learn what form to use</a> <a href="#">Download or fill out my form</a>	<b>Rush my passport</b>  <a href="#">I need it in less than 14 weeks</a> <a href="#">I need it even faster in less than 10 weeks. Restrictions apply.</a>	<p><b>Applying in Person</b></p> <p> A Recipe for App... ⋮</p> <p>Watch this video on how to apply in-person for an adult U.S. passport!</p>
<b>Cost of my passport</b>	<b>Submitting a good photo</b>	<p><b>How to Renew Your Passport</b></p> <p> How to Renew Y... ⋮</p>

SCROLL DOWN TO “I WANT A FORM” AND CLICK ON DOWNLOAD OR FILL OUT MY FORM



SCROLL DOWN TO  
1. APPLICATION  
FOR A U.S.  
PASSPORT (DS-11)  
AND CLICK ON  
FORM FILLER.

#### Where to Apply

will delay processing of your application.

- The Form Filler works best if you are in the United States or renewing by mail from Canada. Visit the webpage of the [U.S. embassy or consulate](#) if you are applying for or renewing your U.S. passport in another country.
- You must print your form single-sided. We do not accept double-sided forms.
- You will not be asked to provide credit card information on this site. We don't have an option to pay online.

#### Most Common Forms for a U.S. Passport

You may fill out these forms using an online Form Filler or by downloading a PDF of the application. The Form Filler tool is a shared resource for 4 of our forms. It's common to enter your information and see a different form than you expected (for example, a DS-11 instead of a DS-82). The Form Filler will create the correct form for you based on the information you enter.

The Form Filler works best if you are applying for or renewing your U.S. passport in the United States or renewing by mail from Canada. If you need to apply for or renew your U.S. passport in another country, visit the webpage of the [U.S. embassy or consulate](#) in that country for more information.

##### 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.



FORM FILLER



PDF

##### 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 and must apply using Form DS-11.



FORM FILLER



PDF



CONTACT US

#### Processing Times

**Routine:** 8 to 11 weeks\*

**Expedited:** Costs an extra \$60. Takes 5 to 7 weeks.\*

\*Processing times begin the day we receive your application at a passport agency or center, not the day you mail your application or apply.

**Agency or Center:** limited number of appointments; must have international travel in the next 5 business days.

#### Applying in Person





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[Estimate Your Passport Fees](#)

## Fill out your application online

### What you'll need:

- Most recent passport book (if applicable)
- A printer
- [Adobe Acrobat Reader](#)

### Fill Out Online and Print

You can fill out the following forms:

- Application for a U.S. Passport (DS-11)
- Renewal Application (DS-82)
- Data Corrections, Name Changes, and Limited-Validity Passports (DS-5504)

Submit

### 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

CLICK ON  
SUBMIT  
UNDER  
FILL OUT  
ONLINE  
AND  
PRINT.

← → ↻ 🔒 https://pptform.state.gov/PassportWizardMain.aspx#%7B"%3A"%2Bj8xorcnB8lefNqTqAjJhnrPugvT0UB0C%2FVRKgBGd... ☆ ⚙ 🏠 👤 ...

because you cannot correct typographical or data errors after the form is printed.

- Go to [travel.state.gov/passport](https://travel.state.gov/passport) for more information on how and where to apply for and renew your passport.

## About the Applicant

First Name: *	Middle Name:
<input type="text" value="JOHN"/>	<input type="text" value="HENRY"/>
Last Name: *	Suffix:
<input type="text" value="DOE"/>	<input type="text"/>

Date Of Birth (MM/DD/YYYY): \* ?

Country Of Birth: \* ?

Social Security Number: \* ?

City Of Birth: \* ?

State/Territory Of Birth: \* ?

Gender: *	Height: *
<input checked="" type="radio"/> Male <input type="radio"/> Female	Feet: <input type="text" value="6"/> Inches: <input type="text" value="0"/>
Hair Color: * <input type="text" value="BLACK"/>	Eye Color: * <input type="text" value="BROWN"/>
Occupation: * ? <input type="text" value="SELF"/>	Employer or School: ? <input type="text"/>

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COMPLETE THE  
INFORMATION  
ABOUT THE  
APPLICANT.



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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#, PO Box, or URB: \*

123 ANYWHERE

Street Address 2

Include Apartment, Suite, etc.: ?

City: \*

ANYWHERE

Country: \*

UNITED STATES

State: \*

TX - TEXAS

Zip Code: \*

99999

In Care Of (e.g. In Care Of - Jane Doe).

If applicant is a child under age 16, please enter 'In care of the parent'. ?

Is This Your Permanent Address? \* ?

☒ Yes ☐ No

## Preferred Method of Communication

Preferred Method of Communication \* ?

☒ Mail ☐ Email ☐ Both

## Your Email Address

Email Address: \* ?

ANYEMAIL@ANY.COM

CONTINUE  
FILLING OUT  
THE  
APPLICATION.



Is This Your Permanent Address? \* 

☒ Yes ☐ No

## Preferred Method of Communication

Preferred Method of Communication \* 

☒ Mail ☐ Email ☐ Both

## Your Email Address

Email Address: \* 

ANYEMAIL@ANY.COM

Confirm Email Address: \* 

ANYEMAIL@ANY.COM

## Your Phone Number

Phone Number      Type:  
(no dashes):

999999999

☐ Home ☐ Work ☒ Cell

 Add Another Number

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## Travel Plans

Please complete this section with **known** or **anticipated** travel plans. If you do not have travel plans, you do not need to enter information on this page. Click the Next button.

Date Of Your Trip (MM/DD/YYYY)? [?](#)

01/01/2030

Date Of Your Return (MM/DD/YYYY)? [?](#)

01/30/2030

Countries To Be Visited? [?](#)

ALL OF THEM

**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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## Who should we contact in case of an emergency?

First & Last Name: [?](#)

SALLY SUE

Street Address/RFD# Or PO Box: [?](#)

123 MAIN STREET

Apt/Suite#:

City: [?](#)

ANYWHERE

State: [?](#)

TX - TEXAS



Zip Code: [?](#)

99999

Telephone Number (no dashes): [?](#)

9999999999

Relationship to Applicant: [?](#)

FRIEND

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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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Mother/Father/Parent Of Applicant ☐ Unknown

First &amp; Middle Name (at Parent's Birth): \*

SHARON SUE

Last Name (at Parent's Birth): \*

JOHN

Date Of Birth (MM/DD/YYYY): 

01/02/1900

Place Of Birth: 

UNKNOWN

Gender: \*

○ Male    ● Female

U.S. Citizen: \* 

☒ Yes ☐ No

## Spouse Of Applicant

Has Applicant Ever Been Married? \*

☒ Yes ☐ No

Applicant's Spouse's Or Former Spouse's Full Name: \*

SUSIE Q DOE

Date Of Birth (MM/DD/YYYY): \* ?

01/03/1900

Place Of Birth: \* 

UNKNOWN

U.S. Citizen: \* 

☐ Yes ☐ No

Date Of Most Recent Marriage (MM/DD/YYYY): \* ?

01/01/1940

Has applicant ever been widowed or divorced? \*

☐ Yes ☒ No

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**ENTER ANY OTHER NAMES THE APPLICANT MAY HAVE USED.**

← → ↻ [https://pptform.state.gov/PassportWizardMain.aspx#%7B\"\\_s\"%3A\"nDI6UHadziY65yJt3JwM9MjK%2FWB2za5PkORC88vdWY..](https://pptform.state.gov/PassportWizardMain.aspx#%7B\)

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List all other names you have used.

Other Names [?](#)

<u>Other First Name:</u>	<u>Other Last Name:</u>
<input type="text"/>	<input type="text"/>

[+ Add Another Name](#)

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PASSPORT



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## Personal Application Review

Check your information before printing your form. Making handwritten changes will slow down our processing of your form.

Name Provided: JOHN HENRY DOE

Date Of Birth: 01/01/2000

Place Of Birth: ANYWHERE USA, TX

Social Security Number: 000-00-0000

Gender: Male

Height: 6FT. 0IN.

Hair Color: BLACK

Eye Color: BROWN

Occupation: SELF

Employer:

Edit

Mailing Street Address: 123 ANYWHERE

Mailing Street Address 2:

City: ANYWHERE

Country: USA

State: TX

Zip Code: 99999

In Care Of:

Edit

Permanent Address Same As Yes

Mailing Address?:

Edit

Email Address: ANYEMAIL@ANY.COM

Cell Phone: 999999999

Edit

Date Of Trip: 01/01/2030

Return Date from Trip: 01/30/2030

Edit

REVIEW THE  
INFORMATION  
YOU HAVE  
ENTERED.



Date Of Trip: 01/01/2030  
Return Date from Trip: 01/30/2030  
Countries To Be Visited: ALL OF THEM

 Edit

Emergency Contact: SALLY SUE  
Relationship: FRIEND  
Street Address : 123 MAIN STREET  
Apartment Number:  
City: ANYWHERE  
State: TX  
Zip Code: 99999  
Contact Phone: 9999999999

 Edit

Have Passport Book: No

 Edit

Have Passport Card: No

 Edit

Name Of Mother/Father/Parent: JON DOE  
Mother/Father/Parent Date Of Birth: 01/01/1900  
Mother/Father/Parent Place Of Birth: UNKNOWN  
Mother/Father/Parent Gender: Male  
Mother/Father/Parent U.S. Citizen: Yes

 Edit

Name Of Mother/Father/Parent: SHARON SUE JOHN  
Mother/Father/Parent Date Of Birth: 01/02/1900  
Mother/Father/Parent Place Of Birth: UNKNOWN  
Mother/Father/Parent Gender: Female  
Mother/Father/Parent U.S. Citizen: Yes

 Edit

Married: Yes

 Edit

Name Of Spouse: SUSIE Q DOE  
Spouse Date Of Birth: 01/03/1900  
Spouse Place Of Birth: ANYWHERE

 Edit

Mother/Father/Parent Date Of Birth: 01/02/1900  
Mother/Father/Parent Place Of Birth: UNKNOWN  
Mother/Father/Parent Gender: Female  
Mother/Father/Parent U.S. Citizen: Yes

Married: Yes

 Edit

Name Of Spouse: SUSIE Q DOE  
Spouse Date Of Birth: 01/03/1900  
Spouse Place Of Birth: ANYWHERE  
Spouse U.S. Citizen: Yes  
Date Of Most Recent Marriage: 01/01/2021  
Widowed or Divorced: No

 Edit

First Name Changed:  
Middle Name Changed:  
Last Name Changed:  
Place of Birth Changed:  
Date of Birth Changed:  
Gender Changed:

 Edit

Other Names:

 Edit

Once you have reviewed your information, please continue and follow the steps to finish the process.

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### Passport Products and Fees

Travel Document For JOHN HENRY DOE

#### Passport Options

☒ **Passport Book (\$130):** ? \$130

☐ Large Book (Non-Standard)

This large book is only for frequent international travelers who need more visa pages.

☐ **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 (\$160):** ?

#### Processing Methods

☐ Routine Service (FREE): ?

☒ **Expedited Service (\$60):** ? \$60

☐ Expedited at Agency Service (\$60): ?

**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

**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):** ? \$0

☐ 1-2 Day Delivery (\$18.32): ?

**NOTE:** 1-2 Day Delivery is not available outside the United States.

#### Additional Fees

☐ File Search (\$150): ?

**Execution (Acceptance) Fee:** ? \$35

Total Payable to "Department of State"	\$190.00
Payable to your acceptance facility	\$35.00
<b>Total</b>	<b>\$225.00</b>

**\*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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PLEASE NOTE: PASSPORT CARD IS ONLY GOOD FOR LAND TRAVEL INTO MEXICO AND CANADA. YOU CANNOT FLY INTERNATIONALLY WITH THE CARD.

← → ↺ [https://pptform.state.gov/PassportWizardMain.aspx#%7B\"\\_s\"%3A\"LYUBmeOi7A4rLUuyrtE1%2FDJGtnMTSxxbY4o9OiKyMuA...](https://pptform.state.gov/PassportWizardMain.aspx#%7B\)

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### Next Steps

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

DS-11: Application for a U.S. Passport  
OMB CONTROL NO. 1405-0004  
EXPIRATION DATE: 12-31-2023  
ESTIMATED BURDEN: 85 MIN

**Paperwork Reduction Act Statement**  
Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Legal Affairs and Law Enforcement Liaison, 44132 Mercure Cir, P.O. Box 1227, Sterling, Virginia 20166-1227.

### 1 How to Submit Your Form(s)

**Inside the United States:**  
You must appear in person at an Acceptance Facility or a Passport Agency with your DS-11.

 Locate a Facility or Agency nearest you.

[Locate](#)

**Outside the United States:**  
Please check your nearest [U.S. embassy or consulate's website](#) for instructions on how to submit your application.

**AUSTIN COUNTY DISTRICT  
CLERK'S OFFICE IS LOCATED  
265 N. CHESLEY ST, SUITE 1  
BELLVILLE, TX 77418**

**979-270-6830**

## 1 How to Submit Your Form(s)

### Inside the United States:

You must appear in person at an Acceptance Facility or a Passport Agency with your DS-11.



Locate a Facility or Agency  
nearest you.

Locate

### Outside the United States:

Please check your nearest [U.S. embassy or consulate's website](#) for instructions on how to submit your application.

## 2 What to Submit With Your Form(s)



### One Recent Passport Photo

[Click here](#) to view details on submitting a passport photo



### Correct Passport Fees

Total payable to "U.S. Department of State": \$190.00

Payable to your acceptance facility: \$35.00

Your total passport fees are: \$225.00

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



### 3 Print Your Form(s).

**DO NOT sign your DS-11** (Application for a U.S. Passport)

#### Printing Instructions:

1. Print on *SINGLE-SIDED PAPER*. We cannot accept double-sided forms.
2. Compare your printed form to what appears on your screen.
3. Make sure all data blocks and the barcode appear clearly and in the same format.
4. If there are any distortions, smudges, missing blocks or data, or fading, it may be due to variations in printer types, printer drivers, or low-ink levels.
5. If you cannot correct these problems after checking your printer, do not submit the form.
6. Instead, download a blank form from our [Passport Forms](#) page and complete it by hand in black ink.

☐ I have read and acknowledged the steps and information contained above.

#### 1. Print Form

This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. Do not make handwritten changes on your form(s). If there is an error, please start a new application.

**Print 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**

**PRINT THE  
APPLICATION ON  
SEPARATE SHEETS  
(DO NOT PRINT  
FRONT AND  
BACK).**

# PASSPORT APPLICATION CHECKLIST:

- ▶ COMPLETED DS-11 APPLICATION

- ▶ DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY A PASSPORT ACCEPTANCE AGENT

- ▶ PROOF OF CITIZENSHIP

- ▶ PREVIOUSLY ISSUED U.S. PASSPORT UNDAMAGED (MAY BE EXPIRED) OR
  - ▶ U.S. BIRTH CERTIFICATE OR CERTIFIED COPY ISSUED BY THE CITY, COUNTY OR STATE, OR
  - ▶ CERTIFICATION OF NATURALIZATION OR
  - ▶ CONSULAR REPORT OF BIRTH ABROAD OR CERTIFICATION OF BIRTH
  - ▶ FOR MINORS: UNDER 18, THE ORIGINAL BIRTH CERTIFICATE MUST BE PRESENT
  - ▶ NOTE: ORIGINAL PROOF OF CITIZENSHIP MUST BE SUBMITTED WITH YOUR APPLICATION. HOWEVER, YOUR ORIGINAL DOCUMENT WILL BE MAILED BACK TO YOU IN A SEPARATE ENVELOPE.

- ▶ PASSPORT PHOTO:

- ▶ (1) 2X2 COLOR PHOTO CAN BE PURCHASED AT CVS OR WALGREENS

- ▶ PROOF OF IDENTITY:

- ▶ VALID STATE DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO IDENTIFICATION
  - ▶ MINORS UNDER THE AGE OF 16 YEARS OF AGE, BOTH PARENTS MUST APPEAR AND HAVE VALID ID.

# AUSTIN COUNTY DISTRICT CLERK'S OFFICE

265 N. CHESLEY STREET, SUITE 1

BELLVILLE, TX 77418

**CALL TO SCHEDULE  
AN APPOINTMENT  
979-270-6830**

Three parallel white lines of varying lengths are positioned diagonally in the bottom right corner of the image, pointing towards the top right.