



# ONLINE APPLICATION GUIDE NEW ADULT PASSPORT

Your Passport Application Form DS-11 must be created online at <https://pptform.state.gov/> and printed. Handwritten applications are not accepted.

To begin, click the fraud notice button then click "Submit." On the next page, select "Apply Online." If you encounter error messages, you may wish to utilize a different web browser.

You will complete a multi-page questionnaire that will create an application with a 2D barcode required for expedited services. All passport requests submitted by G3 are considered expedited by the US Department of State. Applications that are incorrectly completed or not barcoded will be subject to a \$55 application correction fee.



On the second page of the online questionnaire, you will be asked "Where should your passport be mailed?" Fill in your permanent home address. G3 will retrieve your passport in person from the US Passport Agency and will return it via Federal Express to the delivery address listed on your G3 Passport Order Form.

On the screen labeled "Travel Plans," fill in the information about your trip. The trip date and destination should match the trip information listed on your proof of intended travel. If you have more than one international departure, list the details of your first trip.

On the "Passport Products and Fees" screen, select the following options:

- Passport Book (\$110)
- Expedited at Agency Service (\$60)
- Standard Delivery

These government fees are not paid online. The fees will be paid by check or money order at the Passport Acceptance Facility and will be sealed into the envelope (see page 2).

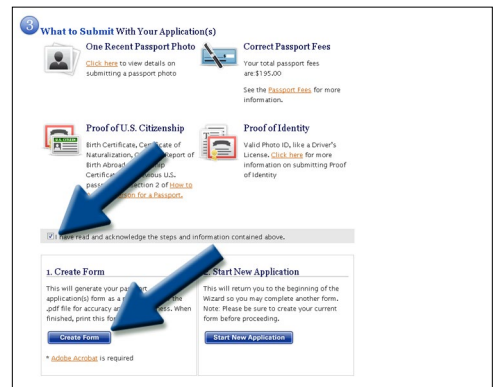
Do not select "File Search (\$150)" -- this option is only for applicants who cannot submit any proof of citizenship.



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You will have a chance to review your information before your application is completed.

On the final page of the online questionnaire, scroll to the bottom of the page and click the box that says "I have read and acknowledge the steps and information contained above" and then click the "Create Form" button. Your passport application will open in another window as a PDF form for you to print. You may also save a copy of your completed application onto your computer.



Your completed application will contain six pages. Print two copies of the last two pages (pages 5 and 6). These pages must be printed single-sided, double-sided applications are not accepted by the US Department of State. Do not sign the applications. You will sign one copy of the application when you visit the Passport Acceptance Facility (see page 2).

If you would like to have one of G3's passport experts fill out the online application for you, Enhanced Services are available (see page 3). Please email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) to initiate your passport service.