U.S. PASSPORT

INSTRUCTIONS ON HOW TO FILL OUT A PASSPORT APPLICATION WIZARD

U.S. Embassy Seoul

American Citizen Services (ACS)

Appointment Hours:

8:45-11:15 am, M-F

1:00-3:00 pm, M,T,Th,F

To make an appointment:

http://seoul.usembassy.gov/acs_appt.html

Closed: Wednesday Afternoons

U.S. & Korean Holidays

Local Address:

U.S. Embassy/ConsularSection/ACS

188 Sejong-daero, Jongno-gu, Seoul 110-710, Korea

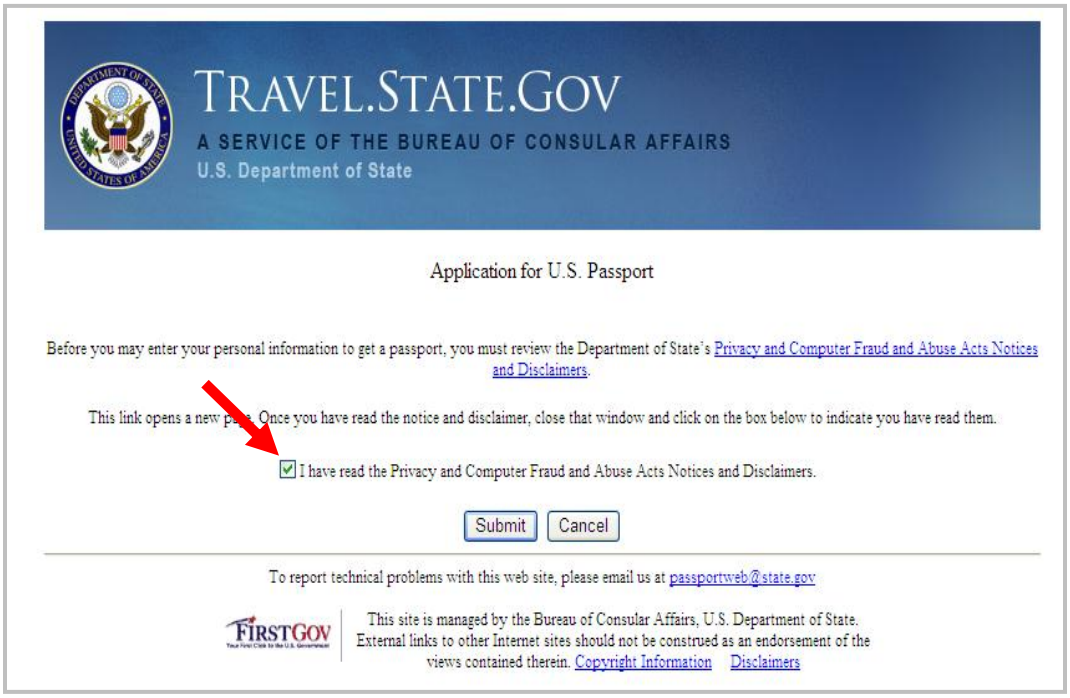
Telephone: (02)397-4114, DSN 721-4114

Email: seoulinfoACS@state.gov

Website: http://seoul.usembassy.gov/acs_service.html

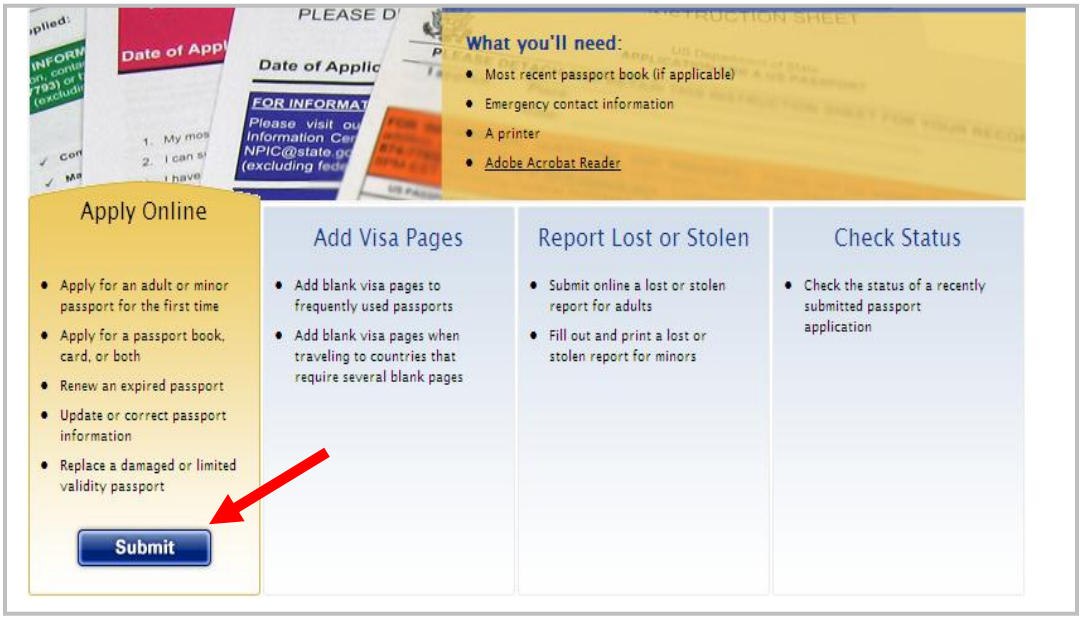
Step 1

Open the Internet (https://pptform.state.gov) and you will get the screen below. Please check the box and "SUBMIT."



Step 2

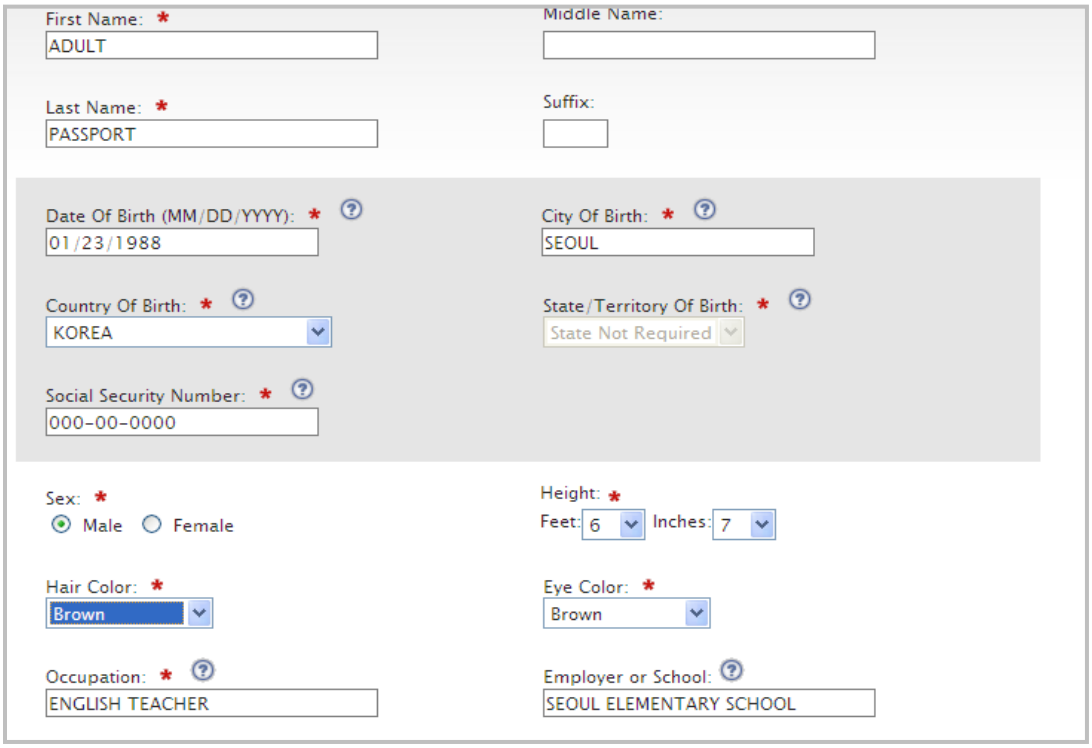
Choose the service of your choice. If you are applying for the first time or renewing a passport, choose the first category and click "SUBMIT."



Step 3

Please enter all data correctly. You must fill in all the required fields (those marked with a red asterisk*) to move on to the next step.

- ✓ Enter date of birth in numbers only (month should be entered as "01" instead of January)
- ✓ If you choose a country other than U.S., "State/Territory of Birth" will be automatically grayed out.
- ✓ If you do not have a Social Security number, enter 000-00-0000. If you already have a Social Security number (SSN) but do not remember your SSN, contact the Social Security Office in Manila by email (fbu.manila@ssa.gov) to inquire your SSN. Failure to provide your Social Security Number may result in significant processing delays of your application.
- ✓ If you choose a country other than U.S., "State" will be grayed out automatically on the mailing address page.
- ✓ Enter your travel plans (if applicable).



Where should the passport be mailed?

Street Address/RFD#, P.O. Box, or URB: *
123 EMBASSY RD

Street Address 2
(apartment, company, suite, unit, building or floor if applicable):

You can choose other countries besides USA

City: *
SEOUL

Country: *
KOREA

State: *
State Not Required

Zip Code: *
99999

In Care Of (e.g. In Care Of – Jane Doe):

Is This Your Permanent Address? *
Yes No

Please Enter your Permanent Address below:

Street Address/RFD#: *

Apt./Suite:

Please provide an e-mail address and contact number, as we will send an automatic notification via email when the passport is ready.

Your Email Address

Email Address:
SEOUL_ACS@STATE.GOV

Your Phone Number

Phone Number (no dashes):
0103974114

Type:
Home Work Cell

Add Another Number

<< Previous Next >>

Travel Plans

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

Date Of Your Trip (MM/DD/YYYY)?
12/24/2012

Duration Of Trip?
TWO WEEKS

Countries To Be Visited?
U.S.A.

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

<< Previous Next >>

Step 4

Please enter your emergency contact information. Emergency contact needs to be someone in the United States. It can be your parents' or friends' information which we can refer to in case of an emergency. If you don't have emergency contact in the U.S., you may skip this page.

Who should we contact in case of an emergency?

First & Last Name:
DEPARTMENT STATE

Street Address / RFD# Or P.O. Box:
1111 19TH STREET, NW SUITE 500

Apt/Suite#:

City:
WASHINGTON

State:
DC - DISTRICT OF COLUMBIA

Zip Code:
205221705

Telephone Number (no dashes):
12029550114

Relationship:
GRANDFATHER

<< Previous Next >>

NEXT

Please see the Option 1 for adult passport renewal, Option 2 for first-time adult passport, and Option 3 for minor passport application (both first-time and renewal).

Option 1 for adult passport renewal

Step 5

For adult passport renewal, please fill in all the fields in the next few pages until you see "Passport Application Review" page.

Have you been issued any of the following? *

(•) Passport Book ( ) Passport Card ( ) Both ( ) None

Passport Book

Do you still have the book in your possession? *

(•) Yes
( ) No, it was Lost
( ) Yes, but it was Damaged or Mutilated
( ) No, it has been Stolen

NOTE! By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued (MM/DD/YYYY):

08/15/2002

Your name as printed on your most recent book:
First and Middle Name:

ADULT

Last Name:

PASSPORT

Book number:

123456789

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Your Most Recent Passport

Was the data printed correctly in your most recent document? *

( ) No, it was printed incorrectly on my passport book
(•) Yes, it was printed correctly

Has your name changed since your most recent document was issued? *

( ) Yes, it has changed since I got my passport book
(•) No, it has not changed since I was issued a document

<< Previous Next >>

Are you known by other names?

Please enter an Alias (if applicable). If there are no other names you use, leave it blank and click "Next".

Other Names

Other First Name: MINOR

Other Last Name: PASSPORT

Add Another Name

<< Previous Next >>

Step 6

Please review the page carefully to confirm all information that you have entered is correct.

Passport Application Review

Review the data below and make edits if needed

Name On Previous Passport Book: **ADULT PASSPORT**
Previous Passport Book Number: **123456789**
Book Issuance Date: **12/25/2005**
Book Still In Possession: **Yes**

Edit

Have Passport Card: **No**

Edit

Data Printed Incorrectly: **Yes, it was printed correctly**
Name Changed Since Document Issued: **No, it has not changed since I was issued a document**

Edit

Other Names: **MINOR PASSPORT**

Edit

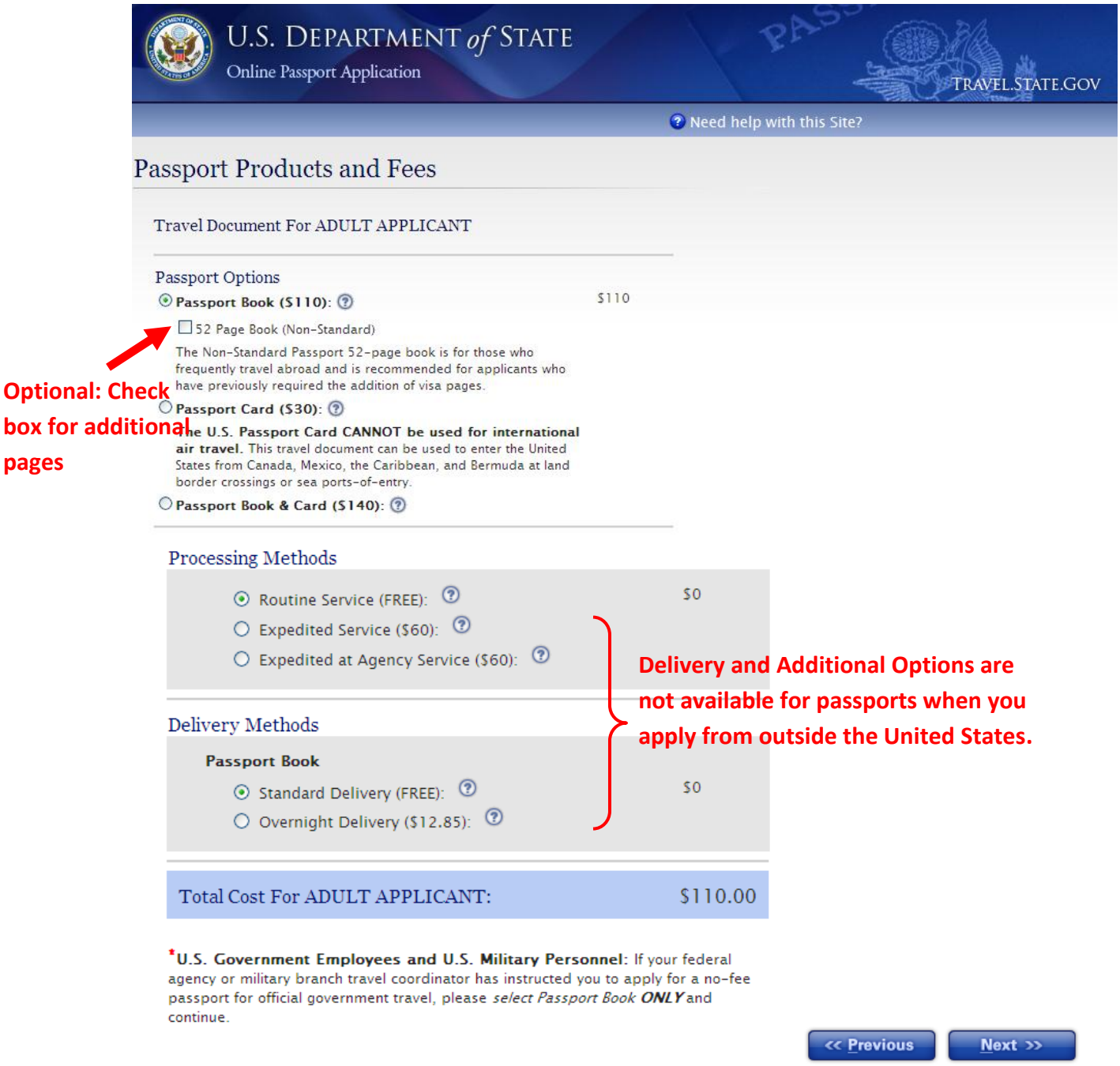
Preview Form

<< Previous Next >>

Step 7

Please note that delivery option and additional options listed below are not available for overseas passport processing.

- ✓ A Passport Book refers to a regular passport and is valid for all international travel.
- ✓ The U.S. Passport Card can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air.



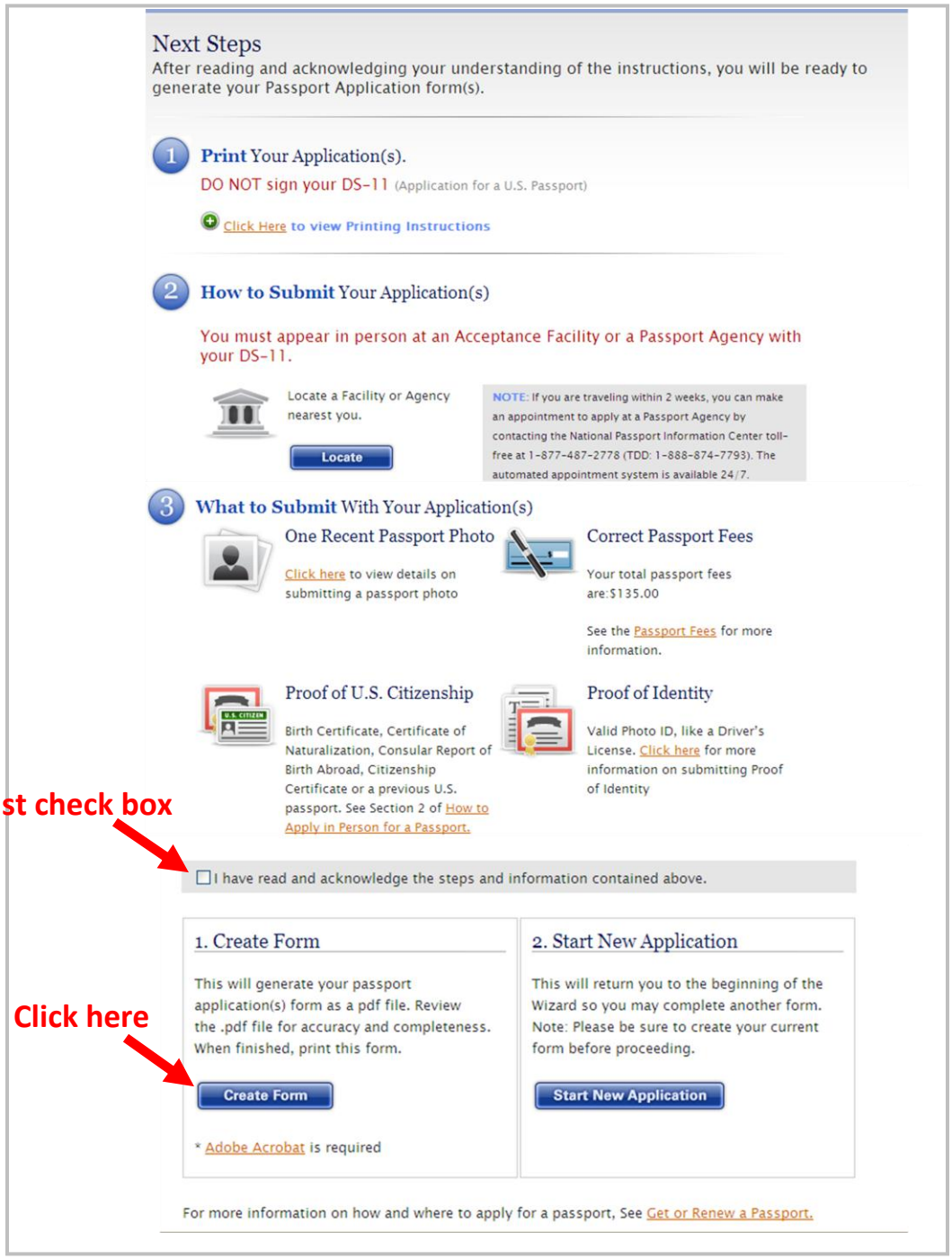
Optional: Check box for additional pages

Delivery and Additional Options are not available for passports when you apply from outside the United States.

Completed!

Step 8

Scroll to the bottom of the page below, "check" that you have read the steps, then click "Create Form" to generate your passport application form as a pdf file form . Once the form is generated, print the form.



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)

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

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: 1-888-874-7793). The automated appointment system is available 24/7.

3 **What to Submit** With Your Application(s)

One Recent Passport Photo

Click here to view details on submitting a passport photo

Correct Passport Fees

Your total passport fees are:$135.00

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

Must check box

☐ 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.

Click here

Create Form

* Adobe Acrobat is required

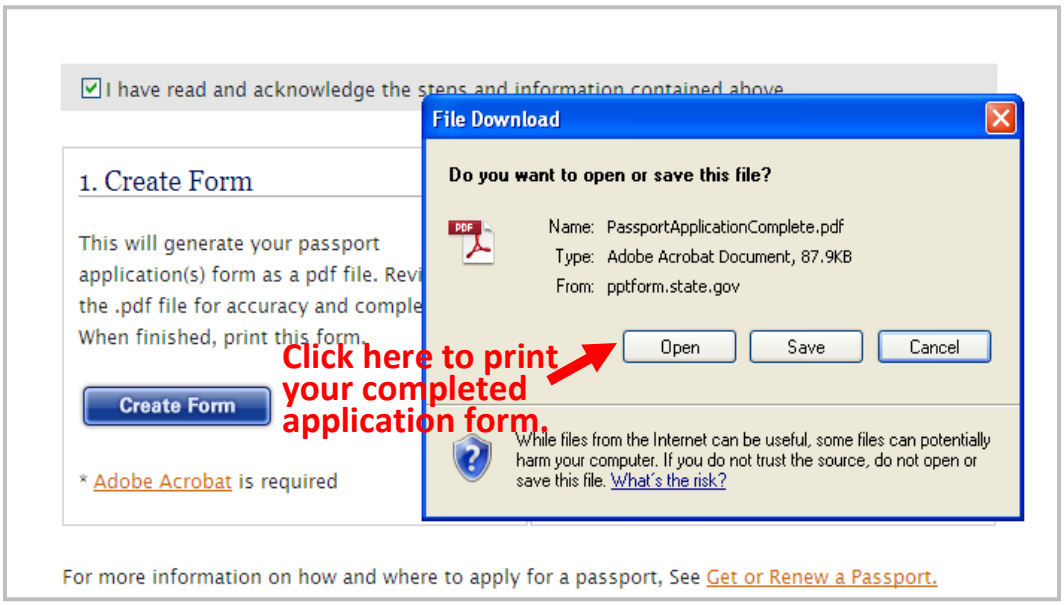
2. Start New Application

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.

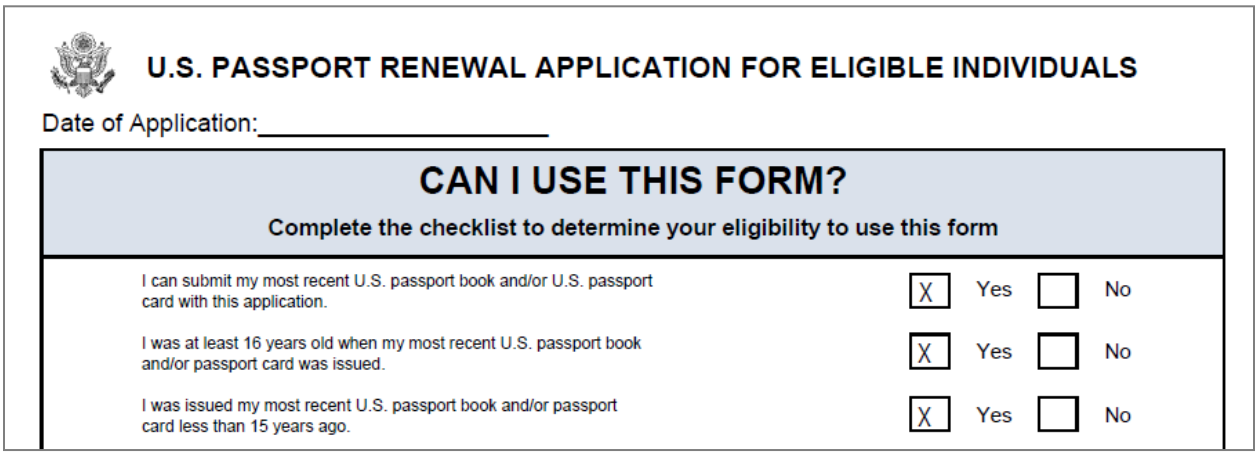
Start New Application

For more information on how and where to apply for a passport, See Get or Renew a Passport.

By clicking "Create Form", you will see the pop-up window below:
Selcet "Open" to generate your completed U.S. passport



Your application form should look like the screenshot below:



U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

Date of Application:_____

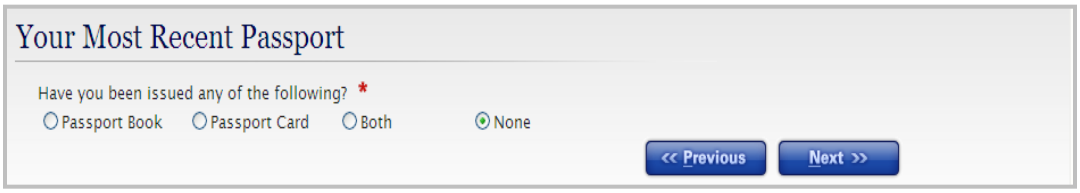
CAN I USE THIS FORM?

Complete the checklist to determine your eligibility to use this form

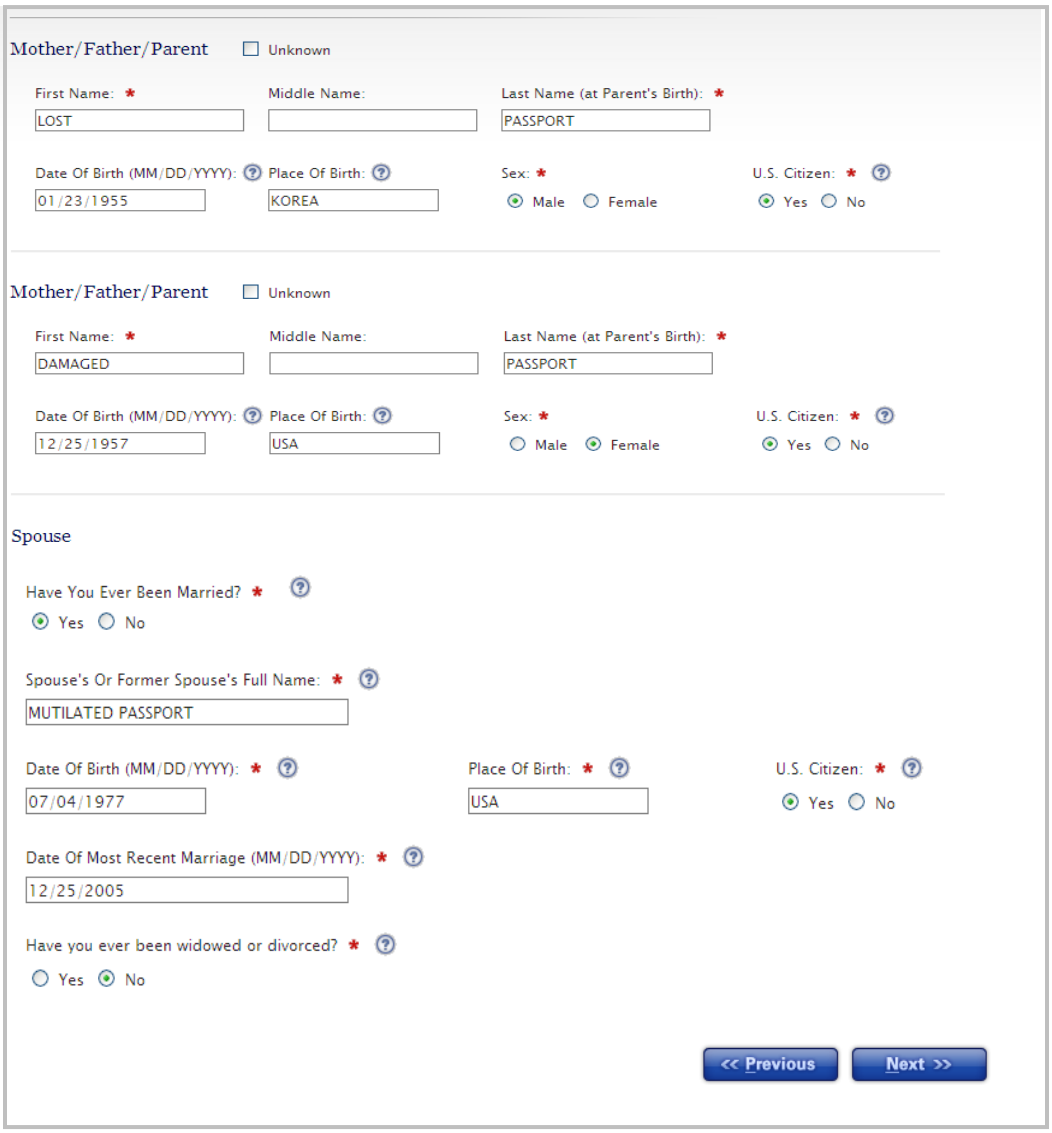
I can submit my most recent U.S. passport book and/or U.S. passport card with this application.	[X] Yes	[ ] No
I was at least 16 years old when my most recent U.S. passport book and/or passport card was issued.	[X] Yes	[ ] No
I was issued my most recent U.S. passport book and/or passport card less than 15 years ago.	[X] Yes	[ ] No

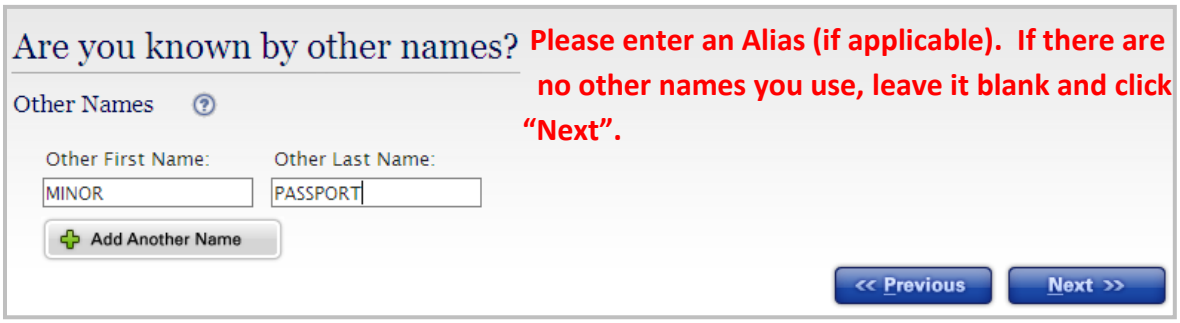
Option 2 for first-time adult passport

If you are applying for a passport for the first time or if it's lost/stolen/damaged, fill out as below:



Click the "Next" button and enter your parents' information. Indicate marital status, enter your spouse's information (if applicable).

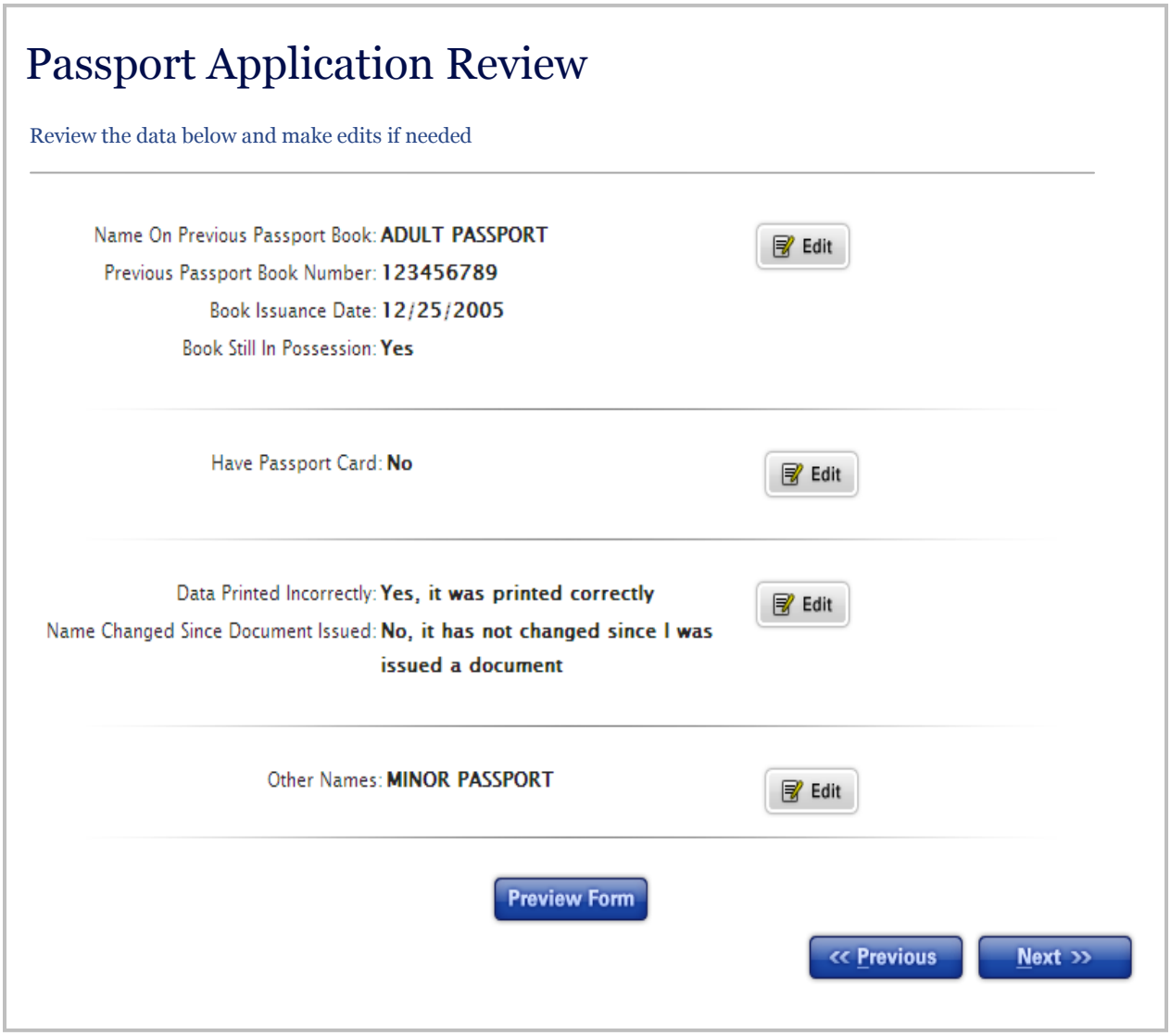




Please enter an Alias (if applicable). If there are no other names you use, leave it blank and click "Next".

Step 6

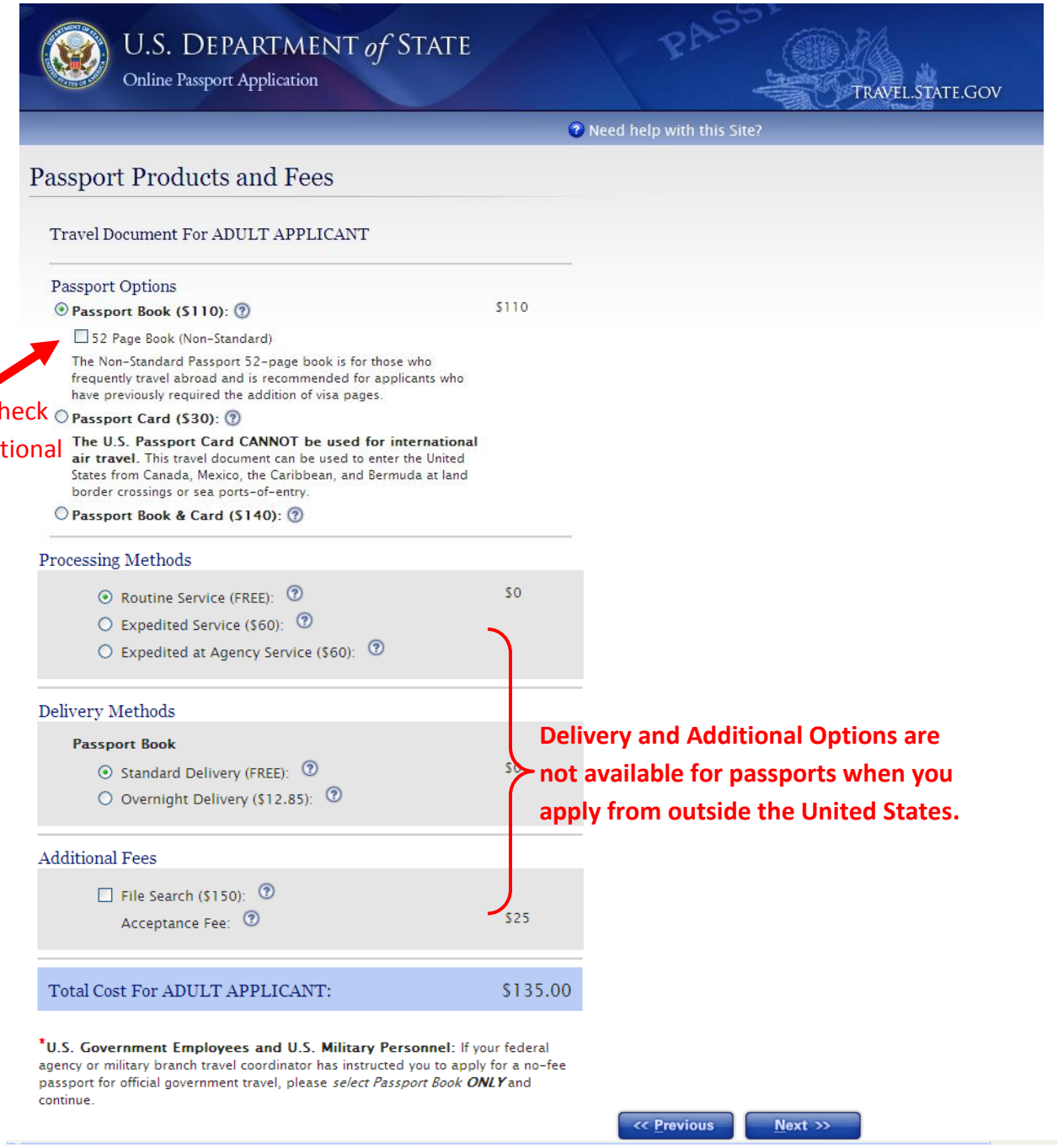
Please review the page carefully to confirm all information that you have entered is correct.



Step 7

Please note that delivery option and additional options listed below are not available for overseas passport processing.

- ✓ A Passport Book refers to a regular passport and is valid for all international travel.
- ✓ The U.S. Passport Card can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air.



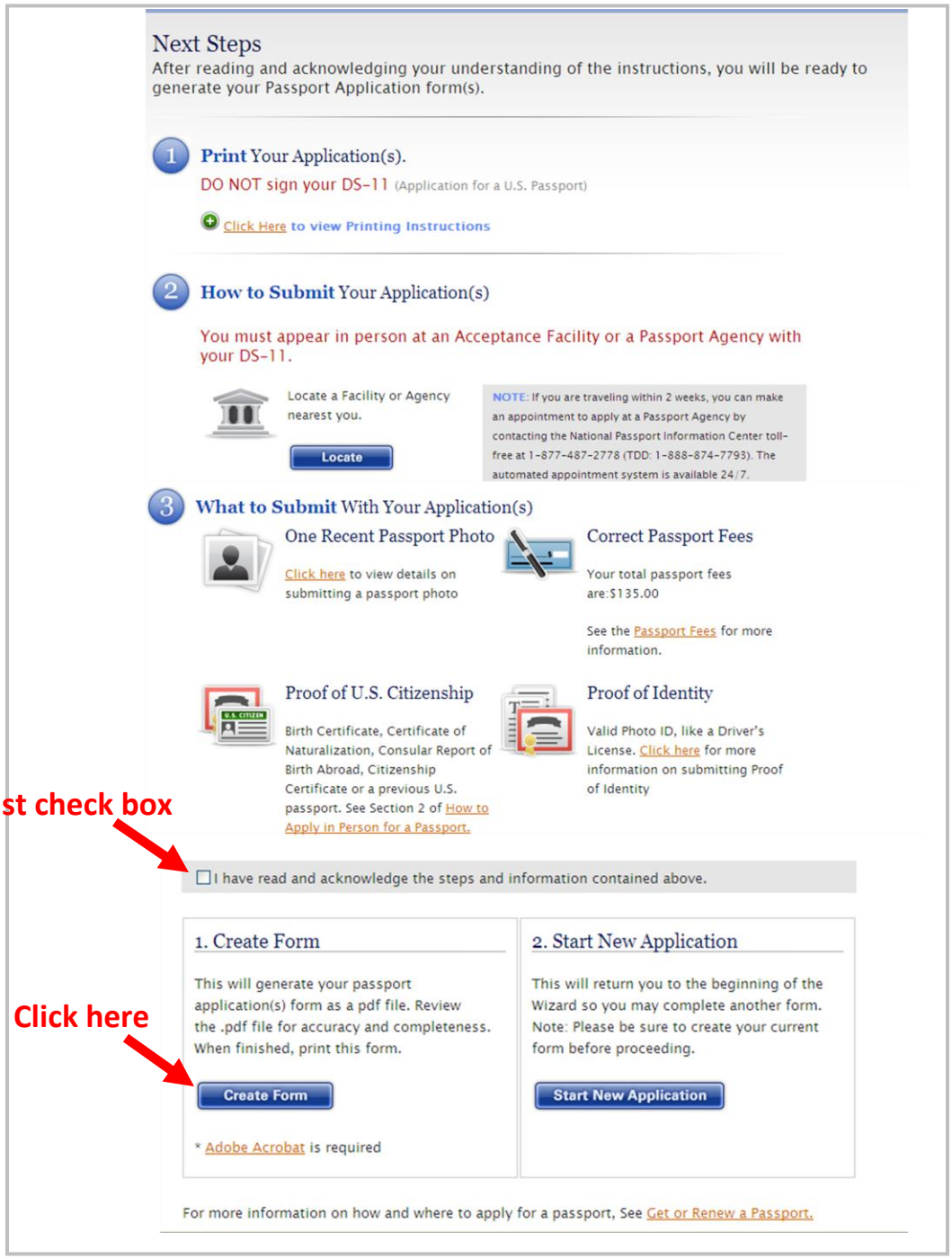
Optional: Check box for additional pages

Delivery and Additional Options are not available for passports when you apply from outside the United States.

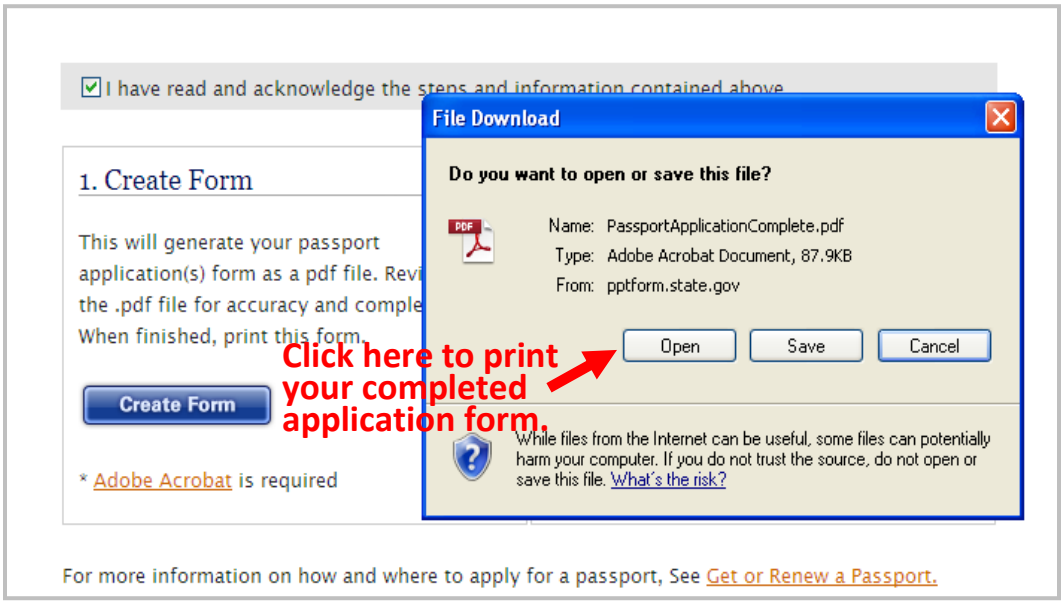
Completed!

Step 8

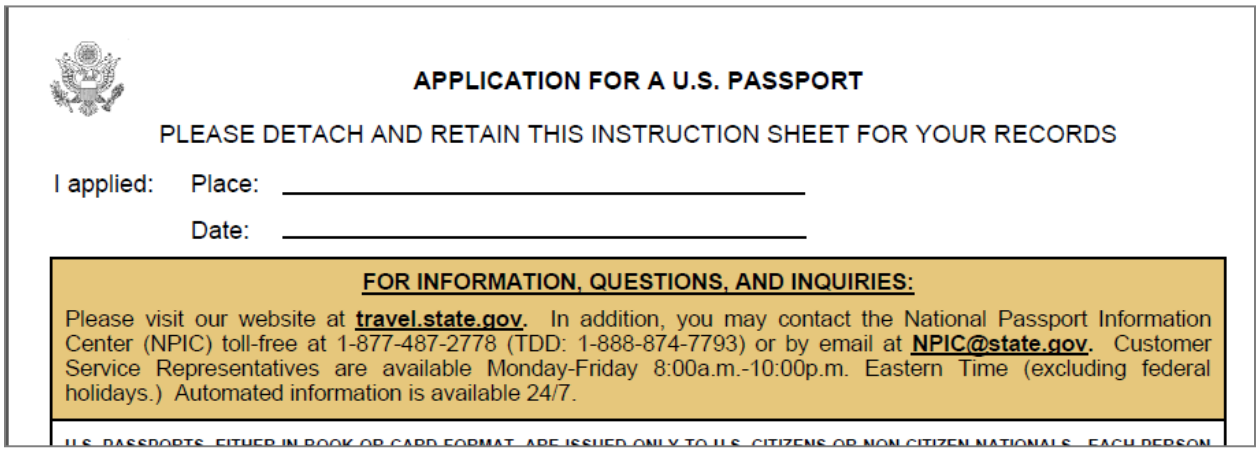
Scroll to the bottom of the page below, "check" that you have read the steps, then click "Create Form" to generate your passport application form as a pdf file form . Once the form is generated, print the form.



By clicking "Create Form", you will see the pop-up window below:
Selcet "Open" to generate your completed U.S. passport application form.



Your application form should look like the screenshot below:



APPLICATION FOR A U.S. PASSPORT

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS

I applied: Place: _____

Date: _____

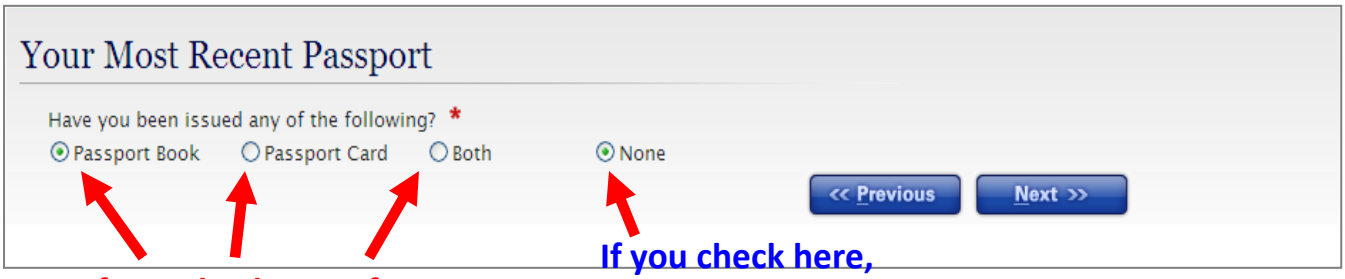
FOR INFORMATION, QUESTIONS, AND INQUIRIES:

Please visit our website at **travel.state.gov**. In addition, you may contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD: 1-888-874-7793) or by email at **NPIC@state.gov**. Customer Service Representatives are available Monday-Friday 8:00a.m.-10:00p.m. Eastern Time (excluding federal holidays.) Automated information is available 24/7.

U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON

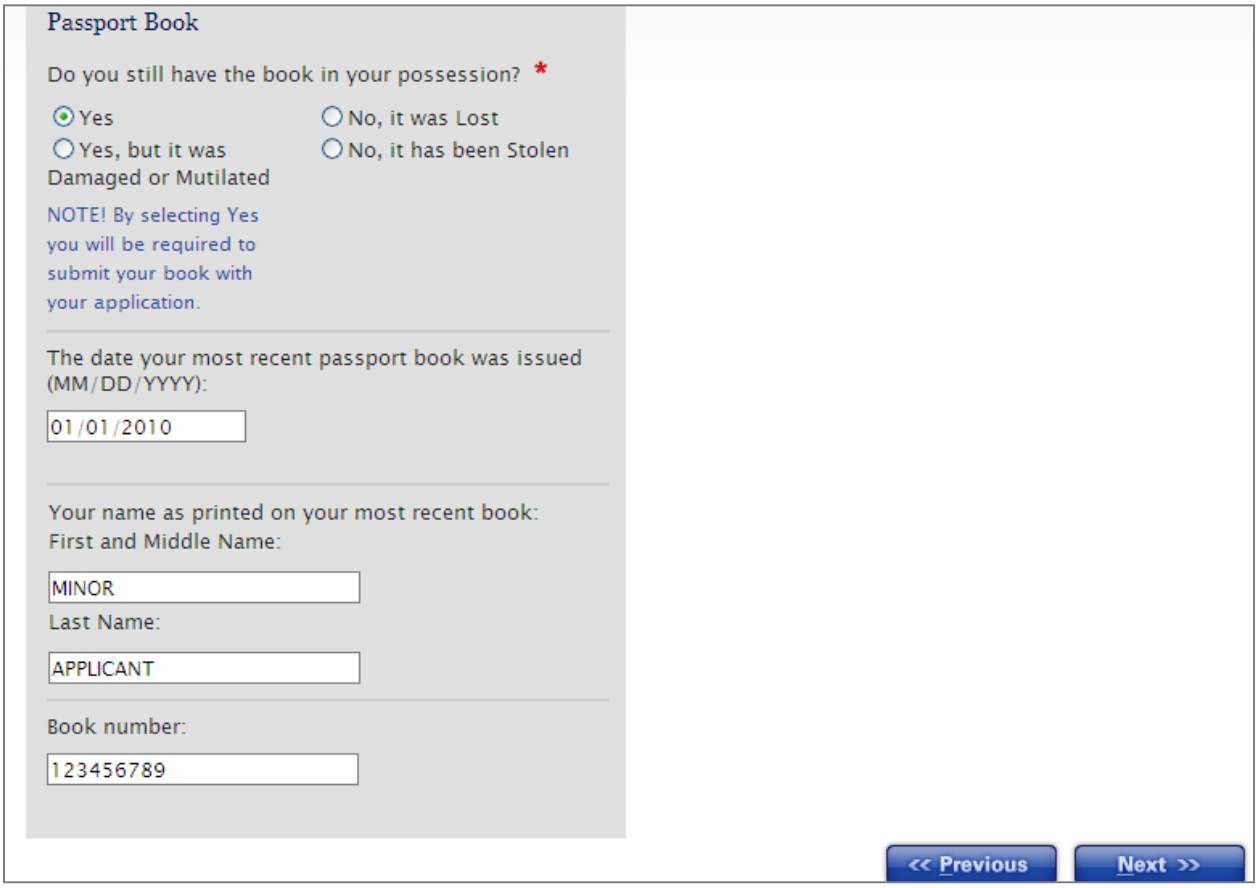
Option 3 for minor passports under age 16

If you are applying for a passport for minor passport renewal or baby's first passport, fill in all the required fields (*) and click "NEXT".



If you check one of these, you will see the screen below:

If you check here, you will skip the screen below and go directly to the next



Enter your parents' information. Indicate marital status, enter your spouse's information (if applicable).

Mother/Father/Parent ☐ Unknown

First Name: * LOST
Middle Name:
Last Name (at Parent's Birth): * PASSPORT
Date Of Birth (MM/DD/YYYY): 01/23/1955
Place Of Birth: KOREA
Sex: * ◉ Male ○ Female
U.S. Citizen: * ◉ Yes ○ No

Mother/Father/Parent ☐ Unknown

First Name: * DAMAGED
Middle Name:
Last Name (at Parent's Birth): * PASSPORT
Date Of Birth (MM/DD/YYYY): 12/25/1957
Place Of Birth: USA
Sex: * ○ Male ◉ Female
U.S. Citizen: * ◉ Yes ○ No

Spouse

Have You Ever Been Married? * ◉ Yes ○ No

Spouse's Or Former Spouse's Full Name: * MUTILATED PASSPORT

Date Of Birth (MM/DD/YYYY): * 07/04/1977
Place Of Birth: * USA
U.S. Citizen: * ◉ Yes ○ No

Date Of Most Recent Marriage (MM/DD/YYYY): * 12/25/2005

Have you ever been widowed or divorced? * ○ Yes ◉ No

<< Previous Next >>

Are you known by other names?

Please enter an Alias (if applicable). If there are no other names you use, leave it blank and click "Next".

Other Names

Other First Name: MINOR
Other Last Name: PASSPORT

Add Another Name

<< Previous Next >>

Step 6

Please review the page carefully to confirm all information that you have entered is correct.

Passport Application Review

Review the data below and make edits if needed

Name Provided: **MINOR APPLICANT**
Date Of Birth: **01/01/2000**
Place Of Birth: **US, ID**
Social Security Number: **123-45-6789**
Sex: **Female**
Height: **3FT. 6IN.**
Hair Color: **Brown**
Eye Color: **Brown**
Occupation: **STUDENT**
Employer:

Edit

Mailing Street Address: **US**
Mailing Street Address 2:
City: **US**
Country: **USA**
State: **NE**
Zip Code: **123456**
In Care Of:

Edit

Data Printed Incorrectly: **Yes, it was printed correctly**
Name Changed Since Document Issued: **No, it has not changed since I was issued a document**

Edit

Mother/Father/Parent: **Unknown**

Edit

Mother/Father/Parent: **Unknown**

Edit

Married: **No**

Edit

Other Names:

Edit

Preview Form

<< Previous Next >>

Step 7

Please note that delivery option and additional options listed below are not available for overseas passport processing.

- ✓ A Passport Book refers to a regular passport and is valid for all international travel.
- ✓ The U.S. Passport Card can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air.

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

Need help with this Site?

Passport Products and Fees

Travel Document For MINOR APPLICANT

Passport Options

Passport Book ($80): $80

52 Page Book (Non-Standard)

The Non-Standard Passport 52-page book is for those who frequently travel abroad and is recommended for applicants who have previously required the addition of visa pages.

Optional: Check box for additional pages

Passport Card ($15):

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 ($95):

Processing Methods

Routine Service (FREE): $0

Expedited Service ($60):

Expedited at Agency Service ($60):

Delivery Methods

Passport Book

Standard Delivery (FREE): $0

Overnight Delivery ($12.85):

Additional Fees

File Search ($150):

Acceptance Fee: $25

Delivery and Additional Options are not available for passports when you apply from outside the United States.

Total Cost For MINOR APPLICANT: $105.00

*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.

<< Previous Next >>

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Next Steps

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

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Locate a Facility or Agency nearest you.

Locate

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3 What to Submit With Your Application(s)

One Recent Passport Photo

Click here to view details on submitting a passport photo

Correct Passport Fees

Your total passport fees are:$135.00

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

Must check box

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2. Start New Application

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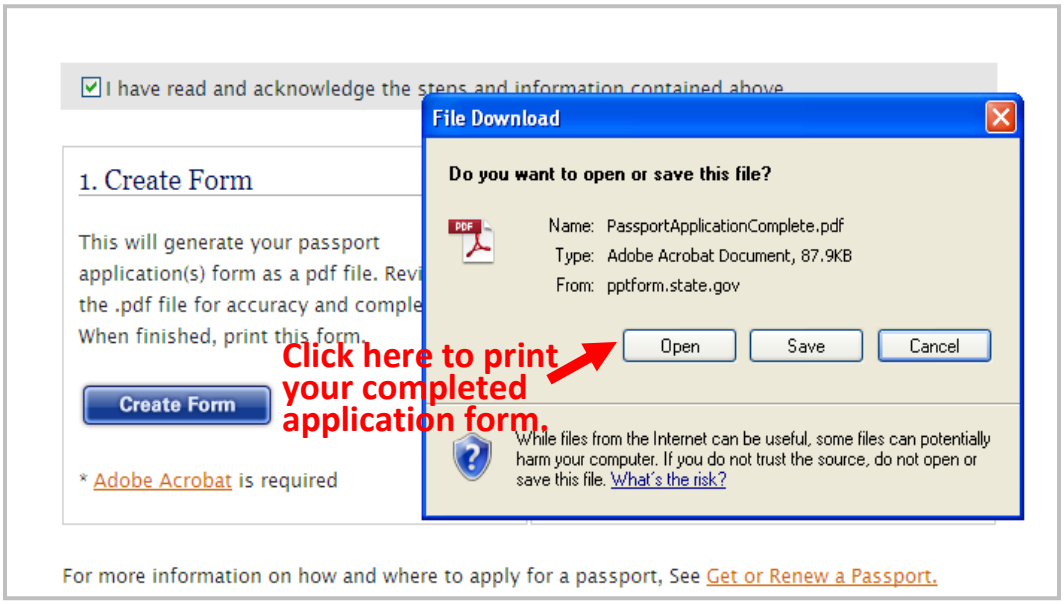

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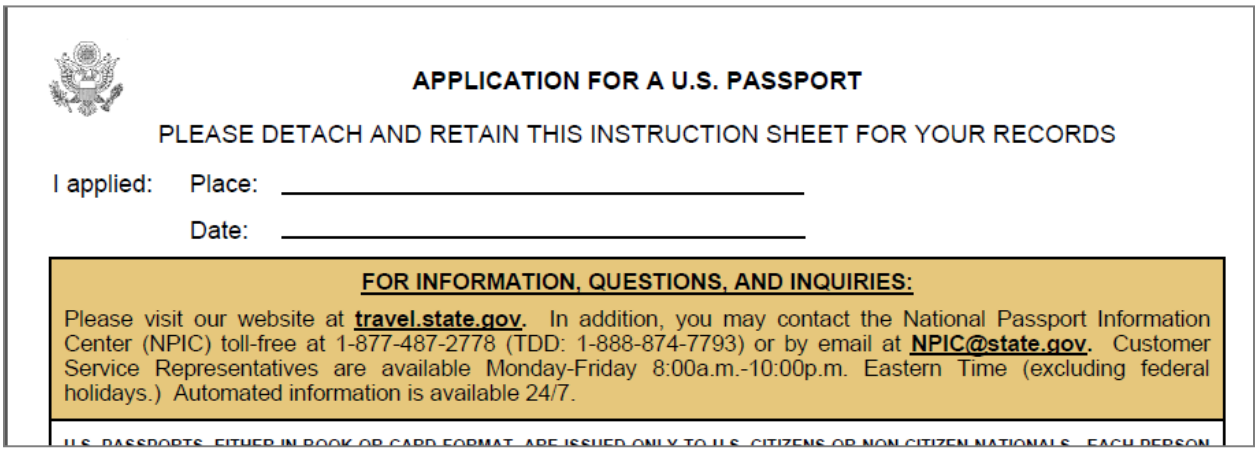

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