

How to fill out and send the online passport application

Passport forms are available at <https://pptform.state.gov/>. If you click on the link, the web document will open on a new screen. You can either read all our tips and then proceed to fill out the form, or you can alternate between the various form screens and this page for pointers on how to fill them.

Click on the **box after you have read and agreed to the notices and disclosures**, and click **"SUBMIT"**.



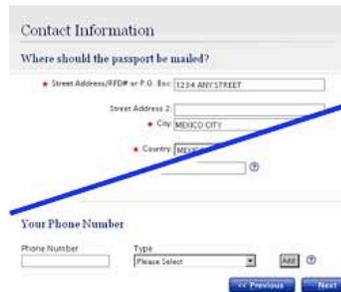
Choose the service you are requesting by clicking "CONTINUE."



All the information marked by a red asterisk (*) is required, items not marked are optional. If you do not have a Social Security Number, enter 000-00-0000. Once you have entered your personal information click "NEXT".



Enter your contact information. After you enter your phone number and select type from drop down menu, click "ADD." If all your information is correct, click "NEXT."



Entering your travel plans is optional. Once you are finished click "NEXT."



Enter emergency contact information. Once you are finished click "NEXT."



If you have never had a passport before, select "NO" from the drop down menu. If you have had a passport before, please enter the passport information. When you are finished, click "NEXT."



Enter your parents' information and select "YES" or "NO" from the U.S. citizen dropdown menu.

If you have never married choose "NO" and click "NEXT."

If you choose "YES," enter your spouse's information.

If you have ever used another name, including a married or maiden name, enter it in the appropriate boxes and click "ADD"

Once you have finished click "NEXT"

Parent & Spouse Information

Please fill in as much information as you know

Father Unknown

First Name: * Middle Name:

Mother Unknown

First Name: * Middle Name:

Date of Birth: Place of Birth:

Spouse Have you ever been married?

Do not select any additional services since they are not available outside of the United States.

Click "NEXT."

Passport Cost Estimate

*Examples based on current fees, subject to change

Passport Book Fee \$60

Delivery Service Fees:

Priority Mail (Included in Passport Fee - \$0) \$0.00

Overnight Delivery (Applicant to Passport Agency - \$16.25) \$0.00

Overnight Return (Passport Agency To Applicant - \$16.25) \$0.00

Other Fees:

If any information needs to be corrected, you may do so by clicking "EDIT."

Passport Application Review

Review your data below and make edits if needed

Name Provided: **JOHN DOE**

Date of Birth: **01/01/2001**

Gender: **MALE**

Place of Birth: **ANYPLACE, AL - ALABAMA, U.S.**

Social Security Number: **987-65-4321**

Height: **5FT. 10IN.**

Hair Color: **BLACK**

Eye Color: **AMBER**

Occupation: **WORKER**

Employer: **THE COMPANY**

Once you have reviewed your application and made any necessary changes click "SUBMIT."

Married: **YES**

Name of Spouse: **JANE DOE**

Date of Birth: **01/01/2001**

BUT YOU ARE NOT DONE YET!

After clicking "SUBMIT," this page will come up.

Click "CREATE FORM".

Please Click here to Create The Form:

Please Click here to Create a New Application:

NEXT STEPS:
Please follow the instructions outlined below to submit your application.

1 **PRINT YOUR APPLICATION.**

Printing Instructions: Please print this form on SINGLE-SIDED PAPER. The form will not be accepted. Compare the printed form to what appears on your screen and the barcode appear clearly and in the same format. If there are any differences, please re-print the form.

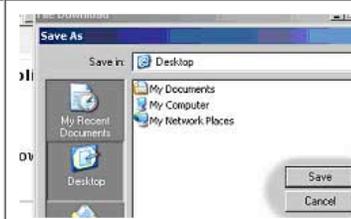
Click "SAVE" to save your newly created application form.

File Download

Do you want to open or save this file?

Name: D50011_Complete.pdf
Type: Adobe Acrobat Document, 259 KB
From: pptform.state.gov

Select your desktop to save your application. Click "SAVE."



Once you have done so you will easily be able to locate your application.



The next step is for you to open up your default E-mail provider and send your application as an attachment in your E-mail to: MexicoCitypassport@state.gov.
Once your application has been received and reviewed by the U.S. Embassy-Mexico city passport section, you will get a web link to our appointment calendar. There you will be able to make your appointment at a time and date of your convenience.

If you chose to read the pointers and now wish to fill out the form, please click on the following:
<https://pptform.state.gov/>

