

<http://amsterdam.usconsulate.gov>

Tips for completing the DS-4085 form:

The form should be downloaded and printed on white A4 or letter-size paper.

The instructions on this form are written for individuals applying for a passport within the United States. As applications are processed differently outside the United States, you should **ignore** instruction page one and two of this form.

Complete items 1 through 15 on the application form – this information is mandatory. If choosing to complete the application using a pen, please write in block letters in black or blue ink.

Item 5 – Social Security number (SSN). You must complete this item. If you have never had a SSN, write zeros in the boxes. If you have a number, you must provide it. If you do not remember your number, please contact the [Social Security Office \(www.ssa.gov\)](http://www.ssa.gov).

Item 6 – Mail my passport to: Complete this item with a Dutch address, either your home address or the address where you are staying. Please note that you may choose to have your new passport sent to a different address when you complete your self-addressed envelope.

Item 10 – Permanent address or residence: Complete this item with any address you consider to be your permanent address. This need not be in The Netherlands or the U.S.

Item 15 – this may not be relevant if you do not have travel plans.

Parents should sign the form for children under age 16.

Oath and signature: You must read the “Acts or Conditions” on page three of this form before you sign. If any mentioned acts or conditions have been performed by or apply to the applicant, cross out only the applicable portion(s) and submit an explanatory signed statement with the application.