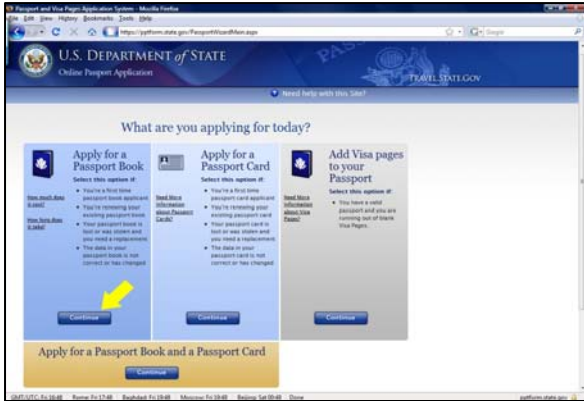
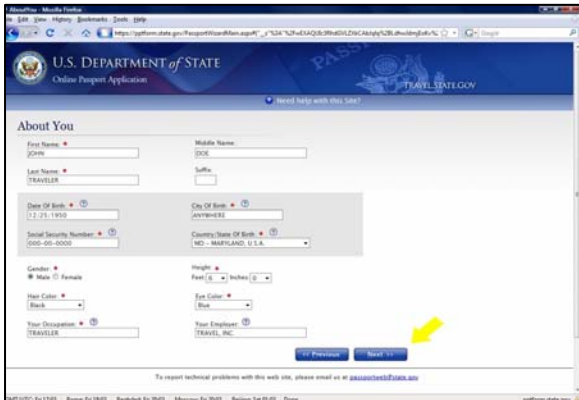




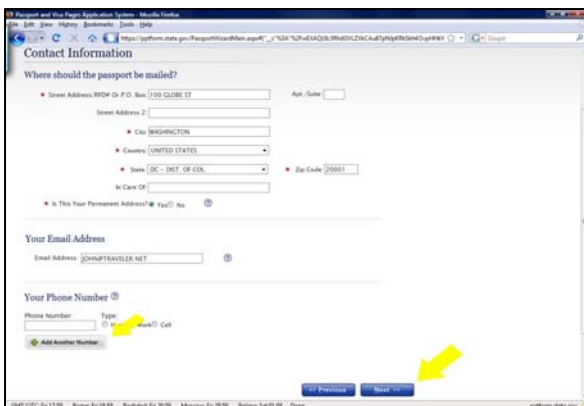
## Guide to Online Passport Applications: Passport Cards



Screen 1: Select “Apply for a Passport Card” by clicking “Continue”.

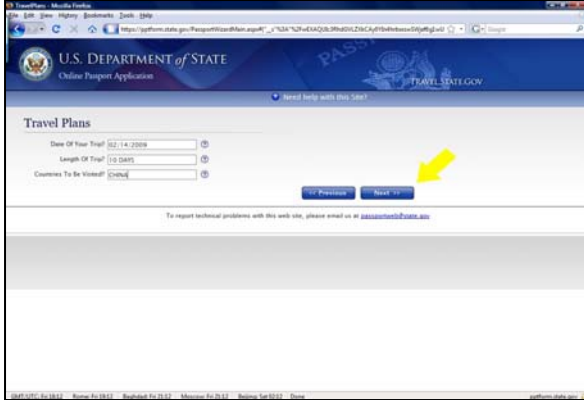


Screen 2: Fill in the blanks with your personal information. Be sure to fill in your full name as written on your valid passport or legal proof of name change. Click “Next” to continue.

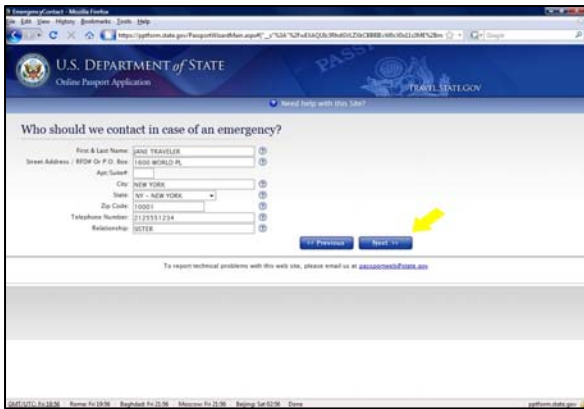


Screen 3: Fill in your mailing address; please note that your passport will not necessarily be shipped to this address, it will be sent to the shipping address you specify on your G3 Traveler Information form.

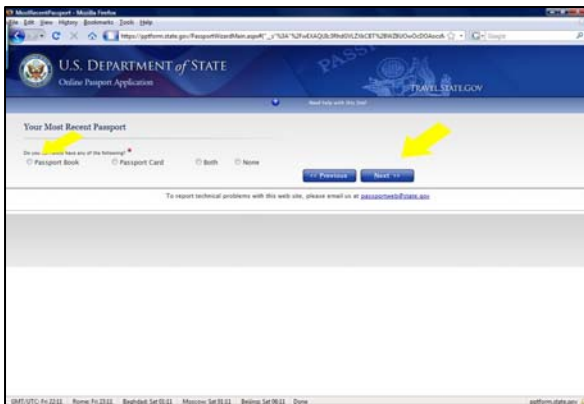
Type in your phone number, select the type of number, then click “Add Another Number” to enter the number into your application. (Only one number is required.) Click “Next” to continue.



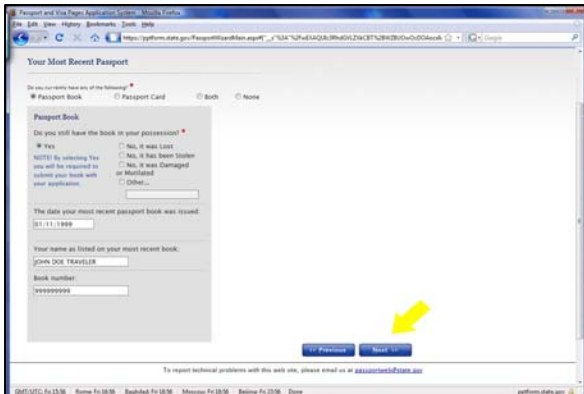
**Screen 4:** Fill in your date of departure, length of trip and country to be visited. This should match what is written on your itinerary or other proof of departure. If none, leave blank. Click “Next” to continue.



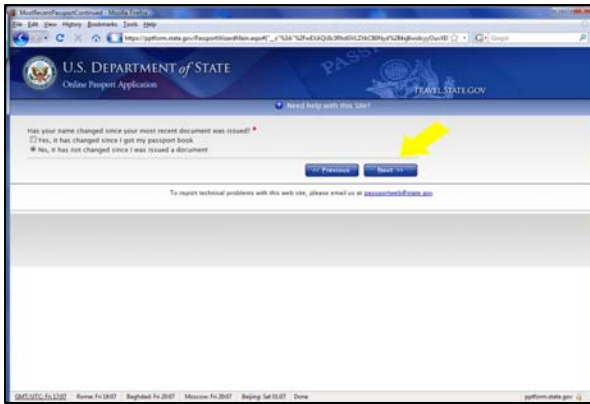
**Screen 5:** Fill in the contact information for someone who could be an emergency contact for you, then click “Next” to continue.



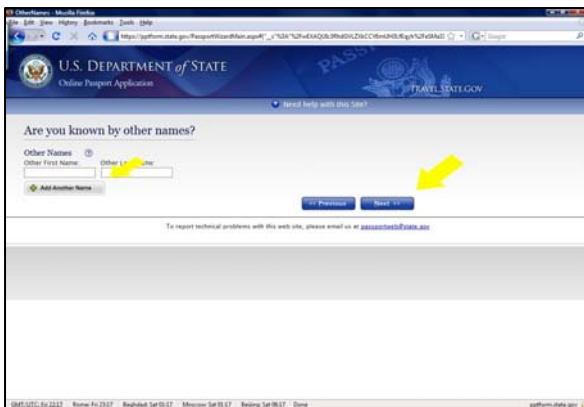
**Screen 6:** In this screen, you will be asked about your current, valid passport . Select “Passport Book” then click “Next” to continue.



After you have clicked “Next” on **Screen 6**, the screen will open up a box that requests information about your passport. Make sure to fill in the correct information as listed in the passport you currently hold. Click “Next” to continue.



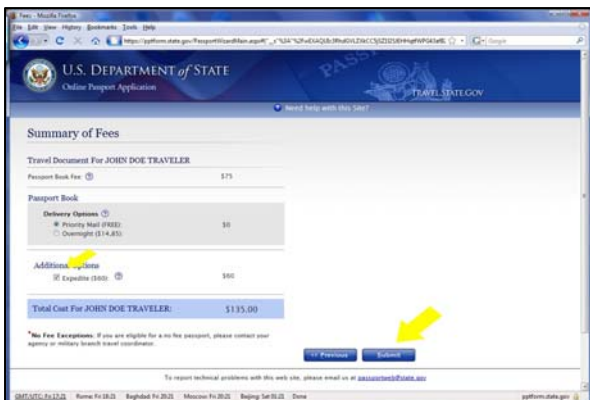
**Screen 7:** You will be asked if your name has changed legally since your passport was issued. If you check yes, a box will open up that requests information about when and how your name changed. Add information on your name change if applicable, then click “Next” to continue.



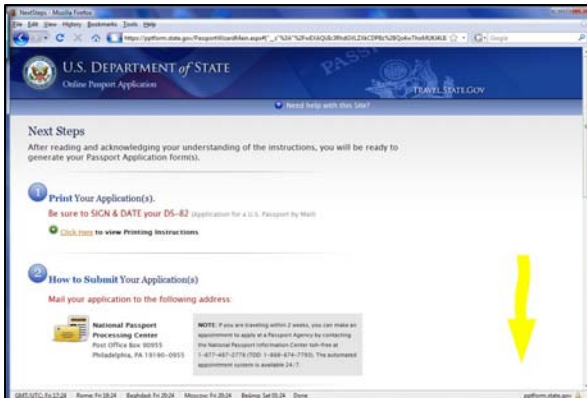
**Screen 8:** List any other names you have legally used, such as name changes, maiden names or previous married names. Do not list nicknames, religious names, aliases or pseudonyms. Click “Next” to continue.



**Screen 9:** On this page you will be able to review all the information you have entered. If any information is incorrect or incomplete, click “Edit” to return to that section of the application. When you are satisfied that all the information is correct, click “Next” to continue.

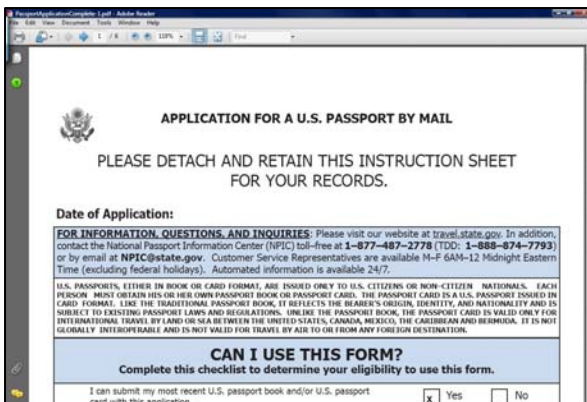
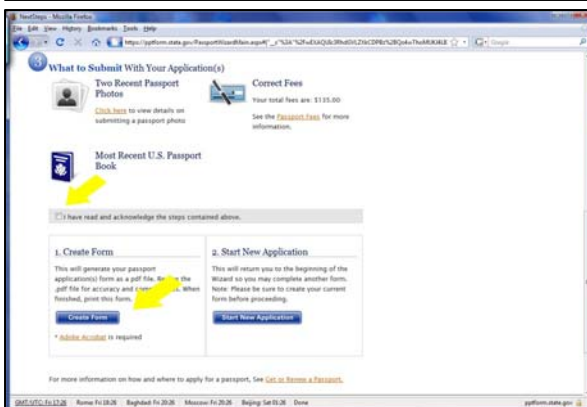


**Screen 10:** This page lists the relevant government fees for your passport service. Make sure the option marked “Expedite (\$60)” under the heading “Additional Options” is selected. You will not be required to submit credit card information or otherwise make payment on the Online Passport Application website. Click “Submit” to continue.



**Screen 11:** Scroll down to the bottom of the screen and check the box next to the statement “I have read and acknowledge the steps contained above,” then click “Create Form.” This will create a PDF of the application with your personal data. (Note: you will need the free [Adobe Reader](#) software installed on your computer to view and print your application.)

Please note that your computer may open a window to ask you if you wish to open or save the file. Select the option to open the file so you can print it.



**Screen 12:** Your completed application will look like this. Print your application using the printer icon at the top of the screen. Sign the printed application, preferably in blue ink.