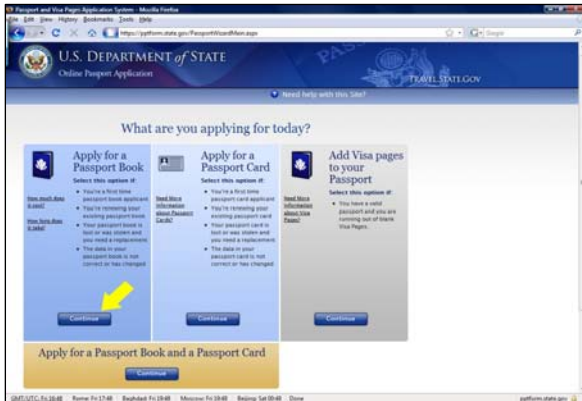
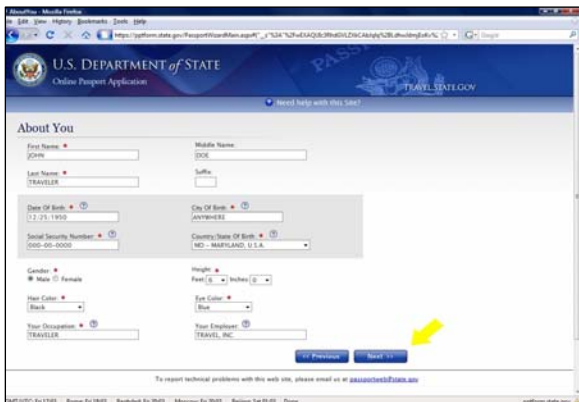




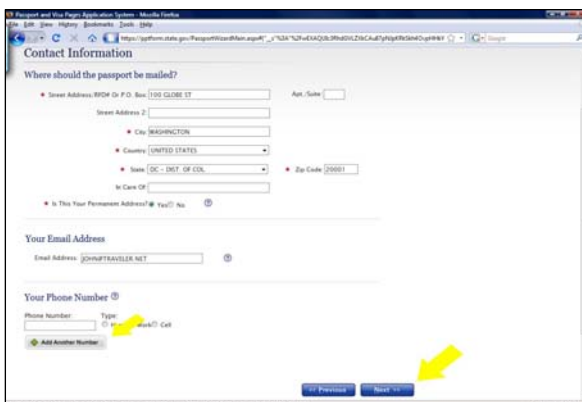
Guide to Online Passport Applications: New Passports



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

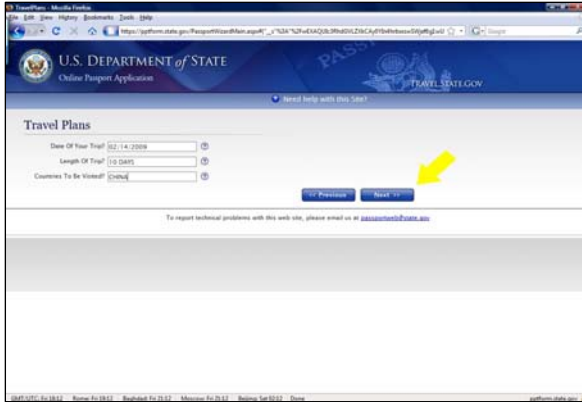


Screen 2: Fill in the blanks with your personal information. Be sure to fill in your full name as written on your birth certificate, previous passport, or legal proof of name change. Click “Next” to continue.

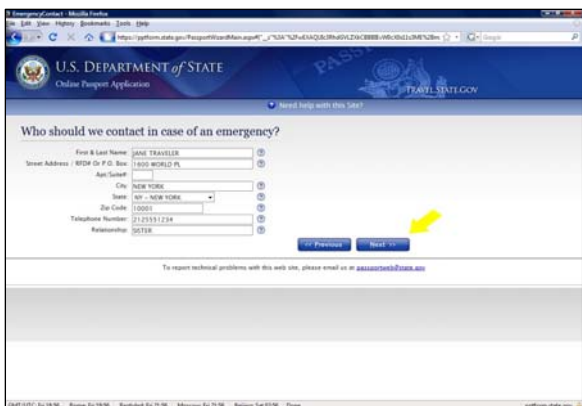


Screen 3: Fill in your mailing address; please note that your passport will not necessarily be shipped to this address, it will be sent to the shipping address you specify on your G3 Traveler Information form.

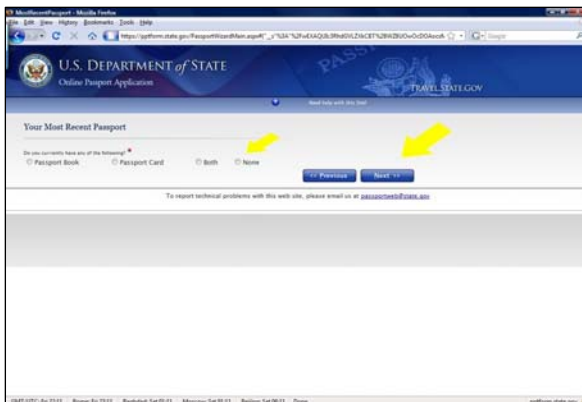
Type in your phone number, select the type of number, then click “Add Another Number” to enter the number into your application. (Only one telephone number is required.) Click “Next” to continue.



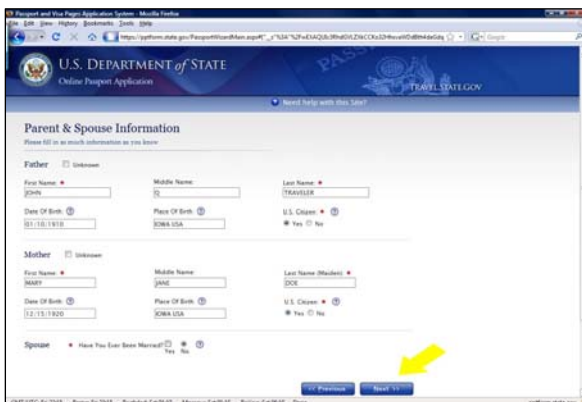
Screen 4: Fill in your date of departure, length of trip and country to be visited. This should match what is written on your itinerary or other proof of departure. Click “Next” to continue.



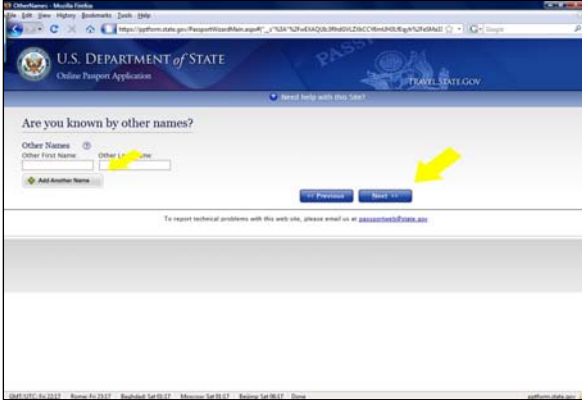
Screen 5: Fill in the contact information for someone who could be an emergency contact for you, then click “Next” to continue.



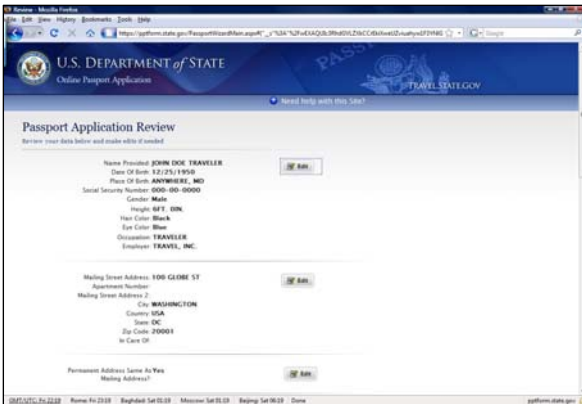
Screen 6: In this screen, you will be asked if you have ever had a US passport. If you have never been issued a passport, click “None.” If you were issued a passport as a child, or have lost your previous passport, click “Passport Book”. (This will take you to a page in which you will enter information on your previous passport. If you do not know the number of your previous passport you may enter your social security number.) Click “Next” to continue.



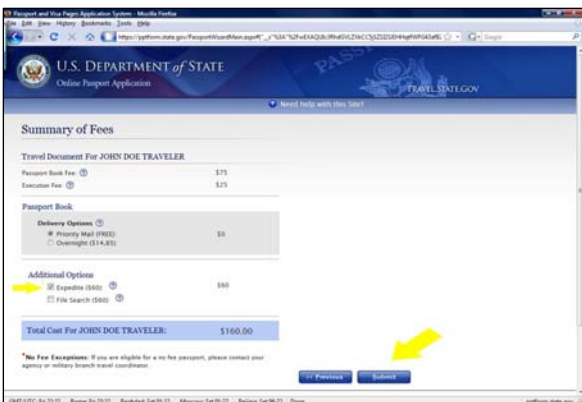
Screen 7: Fill in the information about your parents, using their full names as written on your birth certificate. This information is required even if they are deceased. Add information on your spouse if applicable, then click “Next” to continue.



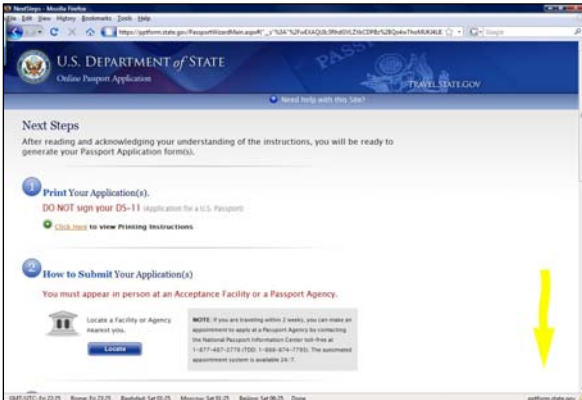
Screen 8: List any other names you have legally used, such as name changes, maiden names or previous married names. Do not list nicknames, religious names, aliases or pseudonyms.



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.

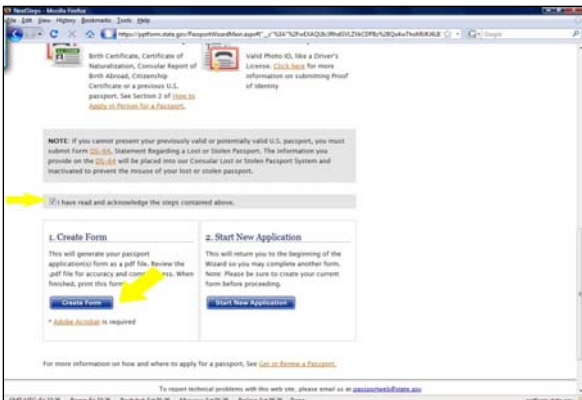


Screen 10: This page lists the relevant government fees for your passport service. Make sure the option marked “Expedite (\$60)” under the heading “Additional Options” is selected. You will not be required to submit credit card information or otherwise make payment on the Online Passport Application website. Fees will be collected by check or money order when your application is sealed at the Passport Acceptance Facility. 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 two copies using the printer icon at the top of the screen. Do not sign the applications. You will sign one copy in front of the Passport Acceptance Agent, and the second, unsigned copy will be included in your package to G3 outside of the sealed envelope.

