

## **Standard Operating Procedure Application for U.S. Passport In-Person (DS-11)**

Before proceeding, please ensure that you have installed Adobe Write/Reader. This will enable you to open the passport application document.

### **1. What to know before you apply:**

Travelers who meet the requirements below are eligible to apply for an official passport with the form DS-11 (Application for U.S. Passport In-Person), if using:

- Current SF-50 (Personnel Action). [*For term employees only*]
- An approved Concur or Sponsor flight itinerary. [*For expedited purposes only*]

### **2. Official Passport Action Request form OPAR-B:**

Travelers must complete sections A through H of form OPAR-B to obtain a new or renewal of an official passport. **NOTE:** The completed fillable pdf form is used to initiate the passport request in FAS-ITS' system. The pdf must be uploaded into the AFMCSP (Administrative and Financial Management Customer Service Portal) system to proceed with the application process.

# Official Passport Action Request

**\*For Issuance and Renewals Only\***

<b>Part A Action Requested (REQUIRED)</b>			
<input type="checkbox"/> Issuance of Official Passport <input type="checkbox"/> Renewal of Official Passport			
<b>Part B Employee Information (REQUIRED)</b>			
Name of Traveler (First Name, Middle Name, Last Name, Suffix)		Date of Birth (mm/dd/yyyy)	Place of Birth (City, State or Country)
Official Title of Traveler		Grade	Social Security No.
Agency and Area Name			City                      State
Email Address			
<b>Part C Official Passport Information (REQUIRED)      *LEAVE BLANK IF NO PREVIOUS PASSPORT*</b>			
Official Passport Number		Expiration Date	
UPS TRACKING INFORMATION FOR PACKAGE(S) TO FMAD-TRAVEL		TRACKING NUMBER:	
<b>Part D Personal Information (REQUIRED)</b>			
<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)		
Home Address:			
City, State Zip Code:			
Home Phone Number:		Cell Number:	
<b>Part E 24/7 US Emergency Contact Information (FAMILY MEMBER OR FRIEND) (REQUIRED)</b>			
Name:		Relationship:	
Address			
City, State Zip Code:			
Phone Numbers (Home / Cell / Work)			
<b>Part F Purpose of Visit (REQUIRED)</b>			
Purpose of Visit ~ CRITICAL FOR RENEWAL:			
<b>Part G Travel Itinerary (REQUIRED)</b>			
Destination Country	Destination Cities	Start Date	End Date
<b>Part H US Office Contact Information (REQUIRED)</b>			
USDA Agency / US Contact Name / Phone Number / Email:			

### 3. How To Apply For A Passport:

To begin the process, State Department has provided a link to complete an online application.

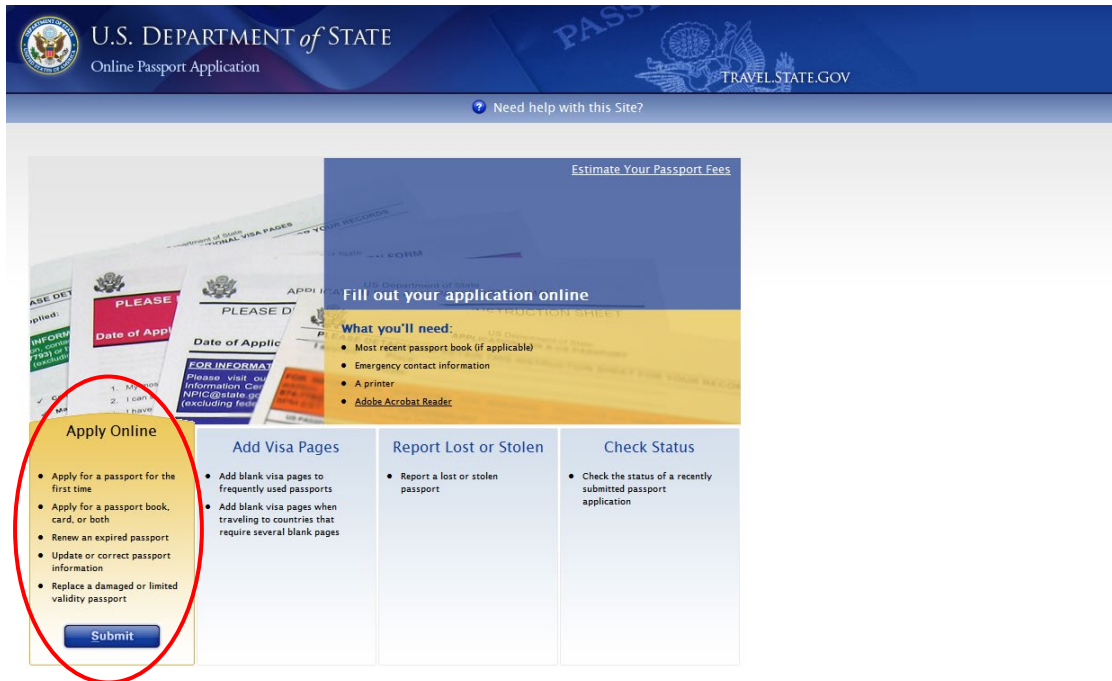
a. Select the link below.

<https://pptform.state.gov/?Submit2=Complete+Online+%26+Print>

b. Scroll down on the left side of the screen and select the box, acknowledging that you have read the privacy and computer fraud and abuse acts notices and disclaimers. Then [Select] **SUBMIT**.

The screenshot shows the TRAVEL.STATE.GOV website header with the U.S. Department of State seal and logo. Below the header, the text reads "U.S. Passport Applications and Forms". A red arrow points to a blue box containing the text: "Before you may enter your personal information to get a passport, you must review the Department of State's [Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers](#)". Below this, another line of text says: "This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them." A red box highlights a checkbox with the text "I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers." To the right of the checkbox are "Submit" and "Cancel" buttons. At the bottom, there is a "Need Help?" section with contact information for status checks, general questions, and technical issues. The footer includes the FIRSTGOV logo and a disclaimer: "This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein. [Copyright Information](#) [Disclaimers](#)".

c. Under Apply Online [Select] **SUBMIT**



d. Now, you can begin completing the form DS-11. [Select] **NEXT** at the bottom of each screen. Note: Do not enter Doctor or Dr. on the form. Only enter your legal name.

e. The Foreign Agricultural Service-International Travel Section is the agency liaison for processing passports. To indicate “Where should the passport be mailed?” The mailing address below **MUST** be entered to allow the passport to be sent back to FAS-ITS:

Street Address/RFD#, P.O. Box, or URB: 1400 Independence Ave. S.W.,

Street Address 2: Room 1069 South Bldg.

City: Washington Country: United States

State: DC Zip Code: 20250

In Care Of: FAS International Travel Section

- f. The system will then ask another question: Is This Your Permanent Address? [Select] **NO**. The page will then refresh and allow you to enter your permanent (residence) address.

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

Need help with this Site?

### Contact Information

Where should the passport be mailed?

Street Address/RFD# Or P.O. Box: \*  
1400 INDEPENDENCE AVE. S.W.,  
Apt./Suite:  
Street Address 2:  
ROOM 1069 SOUTH BLDG.  
City: \*  
WASHINGTON  
Country: \*  
UNITED STATES  
State: \*  
DC - DIST. OF COL.  
Zip Code: \*  
20250  
In Care Of:  
FAS INTERNATIONAL TRAVEL SECTION  
Is This Your Permanent Address? \* ?  
 Yes  No

Please Enter your Permanent Address below:

Street Address/RFD#: \*  
123 HOME STREET  
Apt./Suite:  
Street Address 2:  
City: \*  
STONEVILLE  
Country: \*  
UNITED STATES  
State: \*  
MS - MISSISSIPPI  
Zip Code: \*  
38776

### Travel Plans

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

Date Of Your Trip? ?  
Length Of Trip? ?  
Countries To Be Visited? ?


**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.


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**\*DO NOT LEAVE THE "TRAVEL PLANS" SECTION BLANK. THIS SECTION MUST BE COMPLETED\***

- g. Once you have completed form DS-11, a passport application review screen will display. Ensure that all items

are reviewed by scrolling down to the bottom of the screen.  
When completed, [Select] **NEXT**.

 **U.S. DEPARTMENT of STATE**  
Online Passport Application

 **TRAVEL.STATE.GOV**

[Need help with this Site?](#)

### Passport Application Review

Review your data below and make edits if needed.

Name Provided: **JOHN Q PUBLIC** [Edit](#)  
Date Of Birth: **11/01/1957**  
Place Of Birth: **CLEVELAND, MS**  
Social Security Number: **123-45-6789**  
Gender: **Male**  
Height: **6FT. 0IN.**  
Hair Color: **Brown**  
Eye Color: **Green**  
Occupation: **RESEARCH SCIENTIST**  
Employer: **USD-ARS**

Mailing Street Address: **1400 INDEPENDENCE AVE., S.W.** [Edit](#)  
Apartment Number:  
Mailing Street Address 2: **ROOM 1069 SOUTH BLDG**  
City: **WASHINGTON**  
Country: **USA**  
State: **DC**  
Zip Code: **20250**  
In Care Of: **FAS INTERNATIONAL TRAVEL SECTION**

Permanent Address Same As Mailing Address?: **No** [Edit](#)  
Mailing Address?:  
Permanent Street Address: **123 HOME**  
Apartment Number:  
Permanent Street Address 2:  
City: **CLEVELAND**

Name On Previous Passport Book: **JOHN Q PUBLIC** [Edit](#)  
Previous Passport Book Number: **123456789**  
Book Issuance Date: **08/05/2005**  
Book Still In Possession: **Yes**

Have Passport Card: **No** [Edit](#)

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

First Name Printed Incorrectly: **No** [Edit](#)  
Middle Name Printed Incorrectly: **No**  
Last Name Printed Incorrectly: **No**  
Place Of Birth Printed Incorrectly: **No**  
Date Of Birth Printed Incorrectly: **No**  
Gender Printed Incorrectly: **No**

Other Names: [Edit](#)

[Preview Form](#)

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- h. Agency passports are “no fee.” However, to continue in completing the application process, [Select] **PASSPORT BOOK FEE**, then [Select] **NEXT**.

The screenshot shows the 'Summary of Passport Fees' page for JOHN Q PUBLIC. The 'Passport Book Fee (\$110)' is selected and circled in red. The 'Next >>' button is also circled in red. A disclaimer at the bottom states: '\* No Passport Fee Exceptions: If you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.'

Item	Amount
Passport Book Fee (\$110)	\$110
Passport Card Fee (\$30)	
<b>Total Cost For JOHN Q PUBLIC:</b>	<b>\$110.00</b>

- i. Scroll to the bottom of the screen and check the disclaimers that you have read and acknowledged the steps and information contained above.

The screenshot shows the 'What to Submit With Your Application(s)' section. It includes instructions for submitting photos, correcting fees, and acknowledging the application process. The 'I have read and acknowledge the steps and information contained above.' checkbox is circled in red. Below, the '1. Create Form' section has a 'Create Form' button circled in red. A yellow arrow points downwards from the bottom of the page.

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.  
**Create Form**

**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**

j. Then [Select] **CREATE FORM**. Note: The application will open into a pdf document.

k. Print document as single-sided (2 pages).

**Note:** The U.S. Department of State will only accept single-sided applications created online. Handwritten forms are no longer accepted.

l. State Department requires that photos be taken within the past 6-months showing current appearance, passport type photos, approximately 2" x 2", clear with either a white or off-white background. Color photos only, do not wear a hat or anything that covers the face, nor sleeveless attire. Face forward, no side shots, no profiles, no smiling; the photos must be defect free (no staple holes, etc.). Homemade digital photographs are not acceptable.

**Note:** If a term employee, State Department requires that travelers submit a most recent SF-50 (Personnel Action) with the application package. If the pdf document is changed, the information will not match what State Department was provided online. Also, do not use white-out or ink to correct the pdf document, nor can the PDF be reused for future travelers. This will prolong the application process and the application will be returned to FAS-ITS.

### **Who should receive my application package?**

1. The headquarters Financial Management and Agreements Division-Travel Office (FMAD-Travel) must receive the following items for review and passport processing:



- Current SF-50 (Personnel Action). [***For term employees only***]
- An approved Concur or Sponsor flight itinerary. [***For expedited purposes only***]
- A completed Official Passport Action Request Form (OPAR-B) [**uploaded into the Portal system**]

\*Processing time for a new official or renewal passport takes up to 45-days (4 – 6 weeks). For expediting purposes, an approved flight itinerary must accompany the passport application package and State Department will expedite the new official passport.

2. FMAD-Travel will submit information obtained from the OPAR-B form to FAS-ITS to obtain an Agency memorandum.
3. Once the Agency memorandum is obtained from FAS-ITS, FMAD-Travel will upload into the Portal system.
4. Traveler will use the following to apply in-person before a passport agent at their local post office or courthouse:
  - Agency memorandum
  - Two (2) current passport photos
  - Valid Driver's license with address matching the application, or
  - Birth Certificate, or Naturalization Certificate
5. The local post office or courthouse will adjudicate the passport application documentation and forward to State Department's Special Issuance Agency (SIA) for processing.
6. Once State Department receives the application package in a sealed envelope, they will scan the application using the

barcode displayed at the top of the form. This will allow State to find the applicant's information in their system.

7. State Department will return the new official passport to FAS-ITS, once the passport is issued. The new official passport will be sent to FMAD-Travel once FAS-ITS documents receipt in their system.