

My wife and I found that by filling out the passport paperwork online and taking our own pictures before going to the Acceptance Facility we were able to get our passports in less than two weeks. Here are the steps we took and some advice to help you in the process.

- 1.# Go to http://travel.state.gov/passport/passport_1738_2.html
- 2.# Under **Apply for a U.S. Passport** click on **First Time Applicant**.
- 3.# The page that opens is **How to Apply for the First Time (In Person)**. Scroll down a bit and click on **Form DS-11: Application for a U.S. Passport** which is under **STEP 1: Complete and Submit Form DS-11: Application For A U.S. Passport**
- 4.# The page that opens is **Form DS-11: Application for a U.S. Passport**. Do an extra step here and click on the **PRINT A BLANK FORM DS-11** button and print out form DS-11 before clicking on the **COMPLETE FORM DS-11 ONLINE** button, I'll explain later.
- 5.# After you have printed form DS-11 close the form and click on the **COMPLETE FORM DS-11 ONLINE** button.
- 6.# On the **What are you applying for today?** page make your selection. If you do not plan on any international air travel apply for a Passport Card, if your not sure applying for a Passport Book is your best choice. Click on **Need More Information about Passport Cards?** in the **Apply for a Passport Card** box if you are still not certain.
- 7.# Fill out the online form and submit.

To find your local Acceptance Facility go to <http://iafdb.travel.state.gov/> or find **Acceptance Facility** on most any page and click on it.

For Passport Fees go to http://travel.state.gov/passport/get/fees/fees_837.html or select **Passport Fees** from the left hand menu on most pages.

To obtain birth certificate records if you don't have them go to <http://www.cdc.gov/nchs/w2w.htm> for additional information.

Personal Experience:

We filled out the printed DS-11 forms just to make sure that when we went to the Acceptance Facility we would have a copies of what we filled out on line. For passport pictures we took our own and used the template on page (1) of the DS-11 form to make sure our pictures would be the correct size, just make sure that when you print the form that the picture template is 2"x2" just like it indicates in the little box. I didn't measure it the first time and our pictures were too small, to fix it I selected "None" on "Page Scaling" in the print box before printing.

Most Important:

Make sure you have an "**ORIGINAL**" certified birth certificate "**NOT**" a copy of an original (the mistake I made) and a current driver license when you go the Acceptance Facility and don't forget your check book and pictures.

That's it! Good luck!