

ONLINE APPLICATION FOR PASSPORT CARD (OAPC)

Screen Shots

The Online Application for Passport Card (OAPC) is a web application system that allows qualified U.S. citizens to apply for a passport card online. OAPC allows the applicant to complete the form, pay applicable fees, upload a passport photo, and submit the application package online. The U.S. Passport Card is a wallet-size travel document that can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air. NOTE: This document contains screen captures of OAPC. It does not include screenshots of web pages from other sites (i.e. Pay.gov, TSG). The screenshots contained in this document are presented according to sequence as they appear in OAPC.

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1.0 HEADER AND FOOTER

1.1 Header

All OAPC screens have the same standardized header except for external web pages namely, Pay.gov, Image Quality over the Web (IQOTW) and the Photo Wizard cropping tool.



Figure 1-1: OAPC Header

1.2 Footer

All OAPC screens have the same standardized footer except for external web pages namely, Pay.gov, Image Quality over the Web (IQOTW) and the Photo Wizard cropping tool.

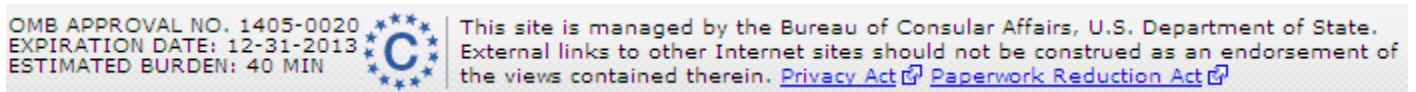


Figure 1-2: OAPC Footer

2.0 HYPERLINKS IN OAPC

2.1 Internal Links

Internal links are links to pages within OAPC. These links open up as pop-up windows. This document includes language contained in the pop-up windows.

2.2 Other Links

Listed below are links (with corresponding URL addresses) that open to a new window or website. Language from these sites is beyond the scope of this document.

Privacy Notice - www.state.gov/misc/415.htm

Privacy Act - <http://www.state.gov/m/a/ips/c36513.htm>

Paperwork Reduction Act - <http://www.archives.gov/federal-register/laws/paperwork-reduction/>

the Caribbean - http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_3256.html

Photo Standards - http://travel.state.gov/passport/ppt_card/cardimagereq/cardimagereq_5288.html

U.S. Passport Card information page - http://travel.state.gov/passport/ppt_card/ppt_card_3926.html

Routine Processing - http://travel.state.gov/passport/processing/processing_1740.html

Read www.pay.gov FAQs - <https://pay.gov/paygov/faqs.html>

Apply for a U.S. Passport Card via mail - http://www.travel.state.gov/passport/forms/ds82/ds82_843.html

Check the status of your passport application - http://www.travel.state.gov/passport/status/status_2567.html

Email:

- Contact Us - 'mail to' link to pptcardsupport@state.gov.

Image Quality over the Web (IQOTW) pages:

- Copyright Information - http://travel.state.gov/about/about_2727.html
- Disclaimers - http://travel.state.gov/about/about_2728.html
- Paperwork Reduction Act - <http://www.archives.gov/federal-register/laws/paperwork-reduction/>
- See photo quality standards guide - http://travel.state.gov/passport/ppt_card/cardimagereq/cardimagereq_5288.html

3.0 INITIAL PAGE

3.1 Notices and Disclaimers

The Notices and Disclaimers screen is the initial page of the OAPC web application.

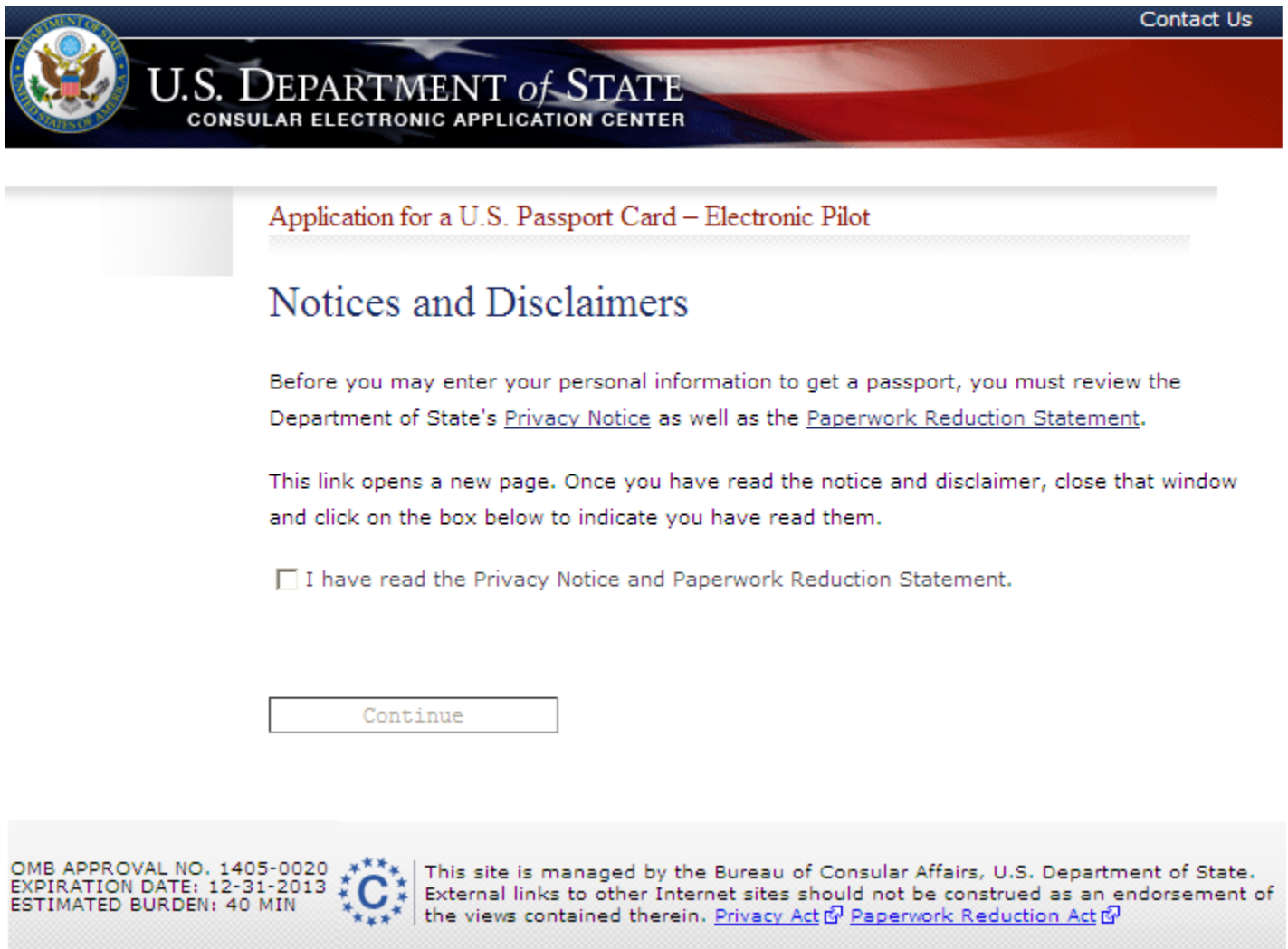


Figure 3-1: Notices and Disclaimers

3.2 Paperwork Reduction Statement

'Notices and Disclaimers' contains an internal link as shown in Figure 3-2.

The screenshot shows the top navigation bar with the U.S. Department of State logo and the text 'U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER'. Below this is the page title 'Application for a U.S. Passport Card – Electronic Pilot' and the section heading 'Notices and Disclaimers'. The main text reads: 'Before you may enter your personal information to get a passport, you must review the Department of State's [Privacy Notice](#) as well as the [Paperwork Reduction Statement](#).' The link 'Paperwork Reduction Statement' is circled in red. Below this is a checkbox: ' I have read the Privacy Notice and Paperwork Reduction Statement.' and a 'Continue' button. A red arrow points from the circled link to a separate box containing the full text of the Paperwork Reduction Statement.

Paperwork Reduction Statement

Public reporting burden for this collection of information is estimated to average 40 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documentation required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20520-2202.

by the Bureau of Consular Affairs, U.S. Department of State. Internet sites should not be construed as an endorsement of herein. [Privacy Act](#) [Paperwork Reduction Act](#)

Figure 3-2: Paper Reduction Statement

4.0 COMPLETE

4.1 GETTING STARTED

The Getting Started page appears after the applicant acknowledges Notices and Disclaimers.

The screenshot shows the 'Getting Started' page of the U.S. Department of State's online application system. The header includes the U.S. Department of State logo and the text 'U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER'. A navigation bar has three tabs: 'COMPLETE' (selected), 'PHOTO', and 'REVIEW'. A left sidebar contains a menu with 'Getting Started' highlighted, and other options: 'Determine Eligibility', 'Personal', 'Address and Phone', 'Emergency Contact', and 'Travel Plans'. The main content area is titled 'Application for a U.S. Passport Card - Electronic Pilot' and 'Getting Started'. A prominent note states: 'NOTE: If you are idle for over 40 minutes, the information you've entered will be erased.' Below this, the 'Preparing to Complete' section welcomes users and explains the pilot program's purpose and limitations. A 'Full Page View' inset on the right shows a detailed view of the 'Getting Started' page, including eligibility criteria and a list of required information.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO REVIEW

Application for a U.S. Passport Card - Electronic Pilot

Getting Started

NOTE: If you are idle for over 40 minutes, the information you've entered will be erased.

Preparing to Complete

Welcome to the U.S. Department of State's Online Application for a U.S. Passport Card Pilot. For a limited time, this online pilot will allow U.S. citizens and U.S. nationals to complete the appropriate passport form, pay all applicable fees, upload a passport photo, and submit the entire application package online. Note that this application is only for a U.S. passport card, not a U.S. passport book. The U.S. passport card may only be used for international travel by land or sea between United States and Canada, Mexico, and the Caribbean.

We appreciate your participation in this online pilot project as we continually strive to enhance our customer service for the American traveling public.

Full Page View

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Application for a U.S. Passport Card - Electronic Pilot

Getting Started

NOTE: If you are idle for over 40 minutes, the information you've entered will be erased.

You are eligible to see this pilot to apply for a U.S. passport card if:

1. Your current U.S. passport book is in your possession, is unexpired, and has at least 12 months left before it expires AND
2. Your current U.S. passport book was issued with full 10-year validity (beginning 10 years from date of issuance) AND
3. Your current U.S. passport book was issued after you were 16 years old or older AND
4. You can upload a digital photograph in jpeg format that meets our photo requirements AND
5. You have an email address that can be used for correspondence.

You cannot use this form if:

1. Your passport card was lost or stolen and you are applying for a replacement passport card OR
2. You require expedited processing of your passport card application OR
3. Your current biographical information does not match what is listed in your current passport book (i.e., name, gender, date of birth, place of birth) OR
4. You do not have a U.S. or Canadian mailing address OR
5. You currently have a passport card or a passport card application in process.

You need the following information on hand to complete this pilot:

1. Your biographical and contact information AND
2. Your social security number (if you have one) AND
3. Your current passport book number and passport book inventory control number. (Located on the photo page of the inside back cover - read more: [2013-2014](#) for help finding these numbers.) AND
4. Your current or reader name AND
5. The emergency contact name on your most recent passport application AND
6. The complete permanent address with zip code in your most recent passport application.

If you do not meet these criteria, you may still apply for a U.S. passport card using other methods. Please visit [FAQ - U.S. Passport Card Information](#).

ONE APPLICATION, ONE FEE, ONE PHOTO
RENEWED ONLINE, 12 YEAR VALIDITY

This site is managed by the Bureau of Consular Affairs, U.S. Department of State. Please email us if you have feedback that will help us improve our presentation of the new online form: [USASIS@DIP.State.gov](#) or [Passport@DIP.State.gov](#)

Figure 4-1: Getting Started



You are eligible to use this pilot to apply for a U.S. passport card if:

1. Your current U.S. passport book is in your possession, is undamaged, and has at least 12 months left before it expires AND
2. Your current U.S. passport book was issued with full 10-year validity (expires 10 years from date of issuance) AND
3. Your current U.S. passport book was issued when you were 16 years old or older AND
4. You can upload a digital photograph in jpeg format that meets our [photo standards](#) AND
5. You have an email address that can be used for correspondence.



You cannot use this form if:

1. Your passport card was lost or stolen and you are applying for a replacement passport card OR
2. You require expedited processing of your passport card application OR
3. Your current biographical information does not match what is listed in your current passport book (e.g., name, gender, date of birth, place of birth) OR
4. You do not have a U.S. or Canadian mailing address OR
5. You currently have a passport card or a passport card application in process.



You need the following information on hand to complete this pilot:

1. Your biographical and contact information AND
2. Your social security number, if you have one AND
3. Your current passport book number and passport book inventory control number. (Located on the photo page and the inside back cover, respectively. [View example](#) for help finding these numbers.) AND
4. Your mother's maiden name AND
5. The emergency contact name on your most recent passport application AND
6. The complete permanent address with zip code on your most recent passport application.

If you do not meet these criteria, you may still apply for a U.S. passport card using other methods. Please read the [U.S. Passport Card information page](#).

◀ Back:

Next: Determine Eligibility ▶

Figure 4-2: Getting Started – Cont'd

4.2 DETERMINE ELIGIBILITY

4.2.1 Checklist - Minimized

The Determine Eligibility page contains a checklist. By default, this checklist is collapsed. Depending on the applicant's response to a given question, the checklist is expanded to include additional questions.

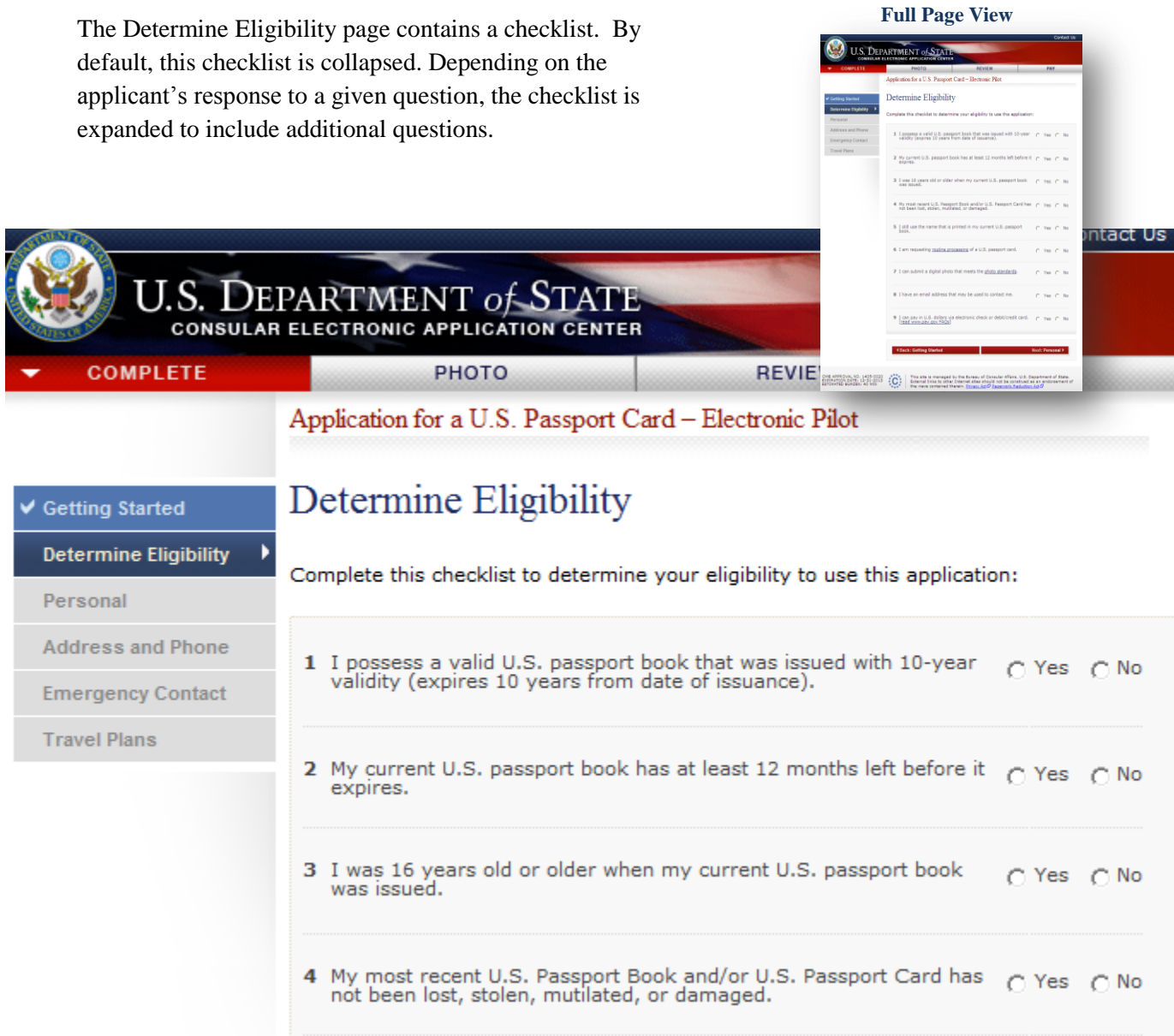


Figure 4-3: Determine Eligibility (Collapsed)

5 I still use the name that is printed in my current U.S. passport book. Yes No

6 I am requesting [routine processing](#) of a U.S. passport card. Yes No

7 I can submit a digital photo that meets the [photo standards](#). Yes No

8 I have an email address that may be used to contact me. Yes No

9 I can pay in U.S. dollars via electronic check or debit/credit card. Yes No
[\[read www.pay.gov FAQs\]](#)

[◀ Back: Getting Started](#) [Next: Personal ▶](#)

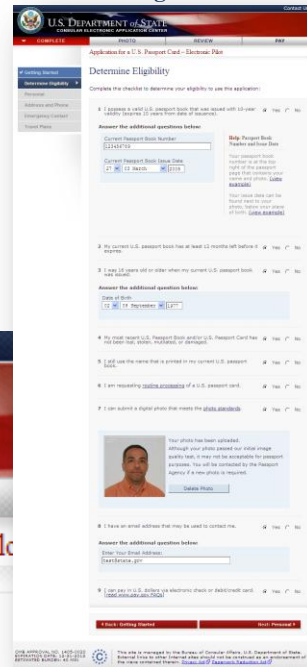
Figure 4-4: Determine Eligibility (Collapsed) – cont'd

4.2.2 Checklist – Expanded

Question 1

When the checklist is expanded, *Question 1* will contain: a new segment with additional questions and a Help section.

Full Page View



Application for a U.S. Passport Card – Electronic Pilot

Determine Eligibility

Complete this checklist to determine your eligibility to use this application:

- ✓ Getting Started
- Determine Eligibility**
- Personal
- Address and Phone
- Emergency Contact
- Travel Plans

1 I possess a valid U.S. passport book that was issued with 10-year validity (expires 10 years from date of issuance). Yes No

Answer the additional questions below:

Current Passport Book Number

Current Passport Book Issue Date

Help: Passport Book Number and Issue Date

Your passport book number is at the top right of the passport page that contains your name and photo. [\(view example\)](#)

Your issue date can be found next to your photo, below your place of birth. [\(view example\)](#)

Figure 4-5: Determine Eligibility (Expanded) – Question 1

The Help: Passport Book Number and Issue Date section in *Question 1* contains two internal links.

Help: Passport Book Number and Issue Date

Your passport book number is at the top right of the passport page that contains your name and photo. ([view example](#))

Your issue date can be found next to your photo, below your place of birth. ([view example](#))



Figure 4-6: View Example - Passport Book Number and Issue Date

Question 3

When expanded, *Question 3* will display an additional question pertaining to Date of Birth.

2 My current U.S. passport book has at least 12 months left before it expires. Yes No

3 I was 16 years old or older when my current U.S. passport book was issued. Yes No

Answer the additional question below:

Date of Birth

02 09 September 1977

4 My most recent U.S. Passport Book and/or U.S. Passport Card has not been lost, stolen, mutilated, or damaged. Yes No

5 I still use the name that is printed in my current U.S. passport book. Yes No

6 I am requesting [routine processing](#) of a U.S. passport card. Yes No

Figure 4-7: Determine Eligibility (Expanded) – Question 3

Question 7

When expanded, *Question 7* will display a new section containing two buttons: Launch Photo Wizard (see Section 5.2) and Upload Compliant Photo (see Section 5.3).

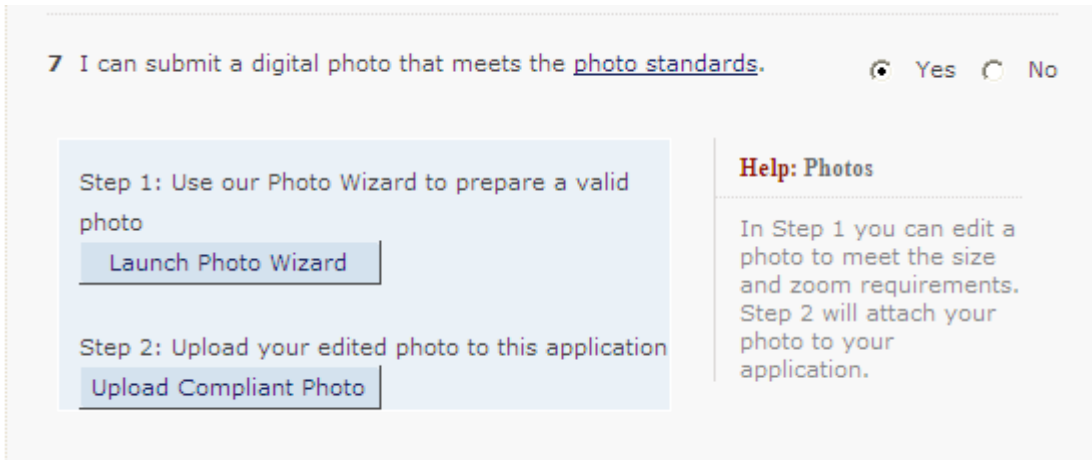


Figure 4-8: Determine Eligibility (Expanded) – Question 7

Consequently upon successful photo upload, this new section will be replaced with the applicant's photo as displayed in Figure 4-9.



Figure 4-9: Determine Eligibility – Uploaded Photo

Question 8

When expanded, *Question 8* will display a textbox requiring the applicant to enter an email address.

8 I have an email address that may be used to contact me. Yes No

Answer the additional question below:

Enter Your Email Address:

9 I can pay in U.S. dollars via electronic check or debit/credit card. Yes No
[\[read www.pay.gov FAQs\]](#)

◀ Back: Getting Started Next: Personal ▶

Figure 4-10: Determine Eligibility (Expanded) – Question 8

4.3 PERSONAL INFORMATION

This page is where the applicant enters their personal information.

The screenshot displays the 'Personal Information' section of the U.S. Department of State's online application for a passport card. The page features a navigation menu on the left with options like 'Getting Started', 'Determine Eligibility', 'Personal', 'Address and Phone', 'Emergency Contact', and 'Travel Plans'. A progress bar at the top indicates the current step is 'PERSONAL INFORMATION'. The main form area contains the following fields:

- Last Name:** Smith
- Suffix:** Jr
- First Name:** John
- Middle Name:** R
- Social Security Number:** 455-45-6789 (with a link to 'Federal Tax Law' and a note: '(e.g., 123-45-6789)')
- Sex:** Male (selected), Female
- Height:** 6 ft., 2 in.
- Hair Color:** Blond
- Eye Color:** Blue

A 'NOTE' at the top of the form states: 'NOTE: Name entered on this page must match the name printed in your current U.S. passport book.' An inset window titled 'Full Page View' shows a smaller version of the same form.

Figure 4-11: Personal Information

Occupation
Application Developer

Employer / School
NavigationArts

Date of Birth
02 09 September 1977

Place of Birth

Country
UNITED STATES

State
MO - MISSOURI

City
Catonsville

Help: Occupation and Employer
If you are unemployed, self-employed, or retired, enter the appropriate one for Occupation and "none" for Employer.

Help: Place of Birth
Enter U.S. city and state, or foreign city and country as it is presently known.

◀ Back: Determine Eligibility Next: Address and Phone ▶

Figure 4-12: Personal Information – cont'd

Date of Birth field is pre-populated with data entered in the previous screen (Determine Eligibility). This field is editable.

By default, Place of Birth will display the Country and City fields. If the applicant selects 'United States' as country of birth, the State field will be displayed.

Personal Information page contains an internal link, Federal Tax Law.

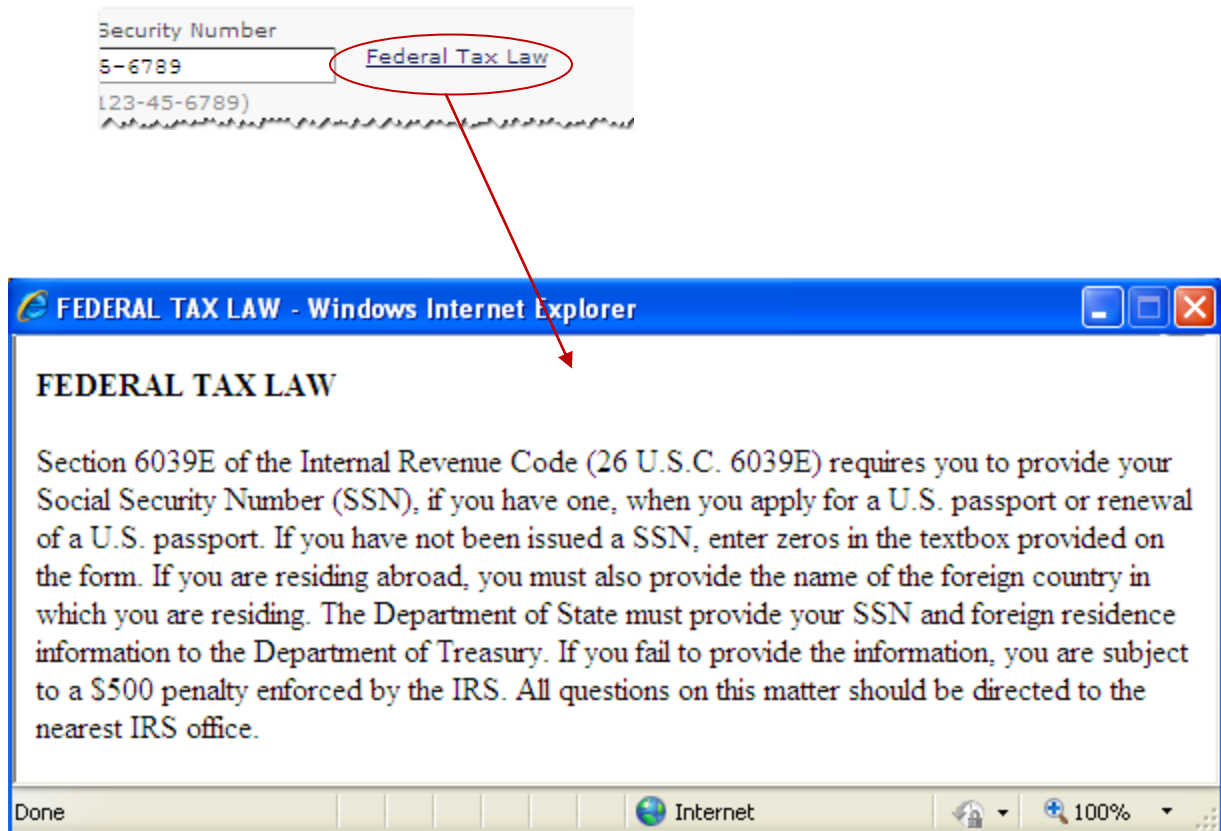


Figure 4-13: Federal Tax Law

4.4 ADDRESS AND PHONE

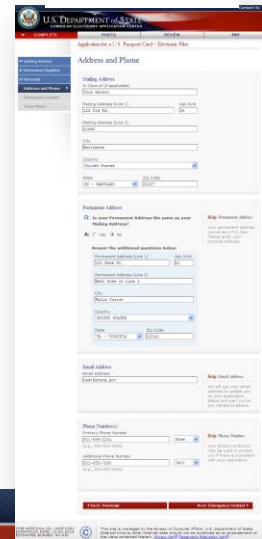
Address and Phone is where the applicant enters their contact information.

If the applicant selects 'United States' in the Country dropdown box, additional fields - State and Zip Code will be displayed. If 'Canada' is selected, Province and Postal Code will be displayed.

If the applicant indicates that their Permanent Address is not the same as their Mailing Address, additional questions in the Permanent Address section will be displayed.

Email Address field is pre-populated with data entered in the Determine Eligibility page. This field is editable.

Full Page View



U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE
PHOTO
REVIEW
PAY

Application for a U.S. Passport Card – Electronic Pilot

Address and Phone

Getting Started

Determine Eligibility

Personal

Address and Phone

Emergency Contact

Travel Plans

Mailing Address

In Care of (if applicable)

Mailing Address (Line 1)

Apt./Unit

Mailing Address (Line 2)

City

Country

State

Zip Code

Figure 4-14: Address and Phone

Permanent Address

Q: Is your Permanent Address the same as your Mailing Address?

A: Yes No

Answer the additional questions below:

Permanent Address (Line 1)	Apt./Unit
123 Fake St.	21
Permanent Address (Line 2)	
What Goes on Line 2	
City	
Falls Church	
Country	
UNITED STATES	
State	Zip Code
VA - VIRGINIA	22043

Help: Permanent Address

Your permanent address cannot be a P.O. Box. Please enter your physical address.

Email Address

Email Address

test@state.gov

Help: Email Address

We will use your email address to update you on your application status and alert you to any related problems.

Phone Number(s)

Primary Phone Number

301-555-1234

(e.g., 555-555-5555)

Additional Phone Number

301-555-7890

(e.g., 555-555-5555)

Help: Phone Number

Your phone number(s) may be used to contact you if there is a problem with your application.

Figure 4-15: Address and Phone – cont'd

4.5 EMERGENCY CONTACT

This page is where the applicant enters their emergency contact information.

If the applicant selects 'United States' in the Country dropdown box, additional fields - State and Zip Code will be displayed. If 'Canada' is selected, Province and Postal Code will be displayed.

Full Page View

The screenshot displays the 'Emergency Contact Information' form within the U.S. Department of State Consular Electronic Application Center. The page title is 'Application for a U.S. Passport Card – Electronic Pilot'. The navigation bar includes 'COMPLETE', 'PHOTO', 'REVIEW', and 'PAY'. A left sidebar lists steps: 'Getting Started', 'Determine Eligibility', 'Personal', 'Address and Phone', 'Emergency Contact', and 'Travel Plans'. The main form area contains the following fields:

- Emergency Contact Name:** Lisa Smith
- Relationship to Applicant:** Parent (with a note: (e.g., Brother))
- Contact Phone Number:** 410-555-8888 (with a note: (e.g., 555-555-5555))

Additional fields visible in the 'Full Page View' inset include: Emergency Contact Name, Emergency Contact Address (Country, State, Zip Code), and Emergency Contact Phone Number.

Figure 4-16: Emergency Contact Information

Emergency Contact Address

Address (Line 1) Apt./Unit

Address (Line 2)

City

Country
 ▼

State Zip Code
 ▼

◀ Back: Address and Phone Next: Travel Plans ▶

Figure 4-17: Emergency Contact Information – cont'd

4.6 TRAVEL PLANS

This page is where the applicant enters their travel plan information.

Full Page View

A full-page screenshot of the 'Travel Plans Information' section of the U.S. Department of State Consular Electronic Application Center. The page features a navigation bar with 'COMPLETE', 'PHOTO', 'REVIEW', and 'PAY' tabs. A left-hand menu lists steps: 'Getting Started', 'Determine Eligibility', 'Personal', 'Address and Phone', 'Emergency Contact', and 'Travel Plans' (which is highlighted). The main content area is titled 'Application for a U.S. Passport Card – Electronic Pilot' and 'Travel Plans Information'. It contains three main input sections: 'Start Date of Trip' with dropdowns for month (12), day (05), and year (2012); 'Length of Trip' with a text input (5) and a dropdown (Weeks); and 'Country(s) to Visit' with a text input containing 'Bermuda, Germany, Ireland' and a note '(e.g., Canada, Iceland, Norway)'. At the bottom, there are two red navigation buttons: 'Back: Emergency Contact' and 'Next: Confirm Photo'.

Figure 4-18: Travel Plans Information

5.0 PHOTO

5.1 Confirm Photo

The screenshot displays the 'Confirm Photo' page of the U.S. Department of State Consular Electronic Application Center. The page title is 'Application for a U.S. Passport Card – Electronic Pilot'. The navigation bar includes 'COMPLETE', 'PHOTO', and 'REVIEW'. A sidebar on the left has a 'Confirm Photo' link. The main content area features a 'Confirm Photo' heading and a note: 'NOTE: Although your photo passed our initial image quality tests, it may not be acceptable for passport purposes. You will be contacted by the Passport Agency if a new photo is required.' Below the note, a 'Photo Provided:' label is followed by a photo of a man in an orange shirt. At the bottom, there are two buttons: 'Launch Photo Wizard' and 'Choose a Different Photo'. A footer bar contains 'Back: Travel Plans' and 'Next: Review'.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO REVIEW

Application for a U.S. Passport Card – Electronic Pilot

Confirm Photo

NOTE: Although your photo passed our initial image quality tests, it may not be acceptable for passport purposes. You will be contacted by the Passport Agency if a new photo is required.

Photo Provided:

Click "Next" to continue with the photo you provided. Or select a different photo with the Photo Wizard and then upload it.

Launch Photo Wizard Choose a Different Photo

Back: Travel Plans Next: Review

Figure 5-1: Confirm Photo

5.2 Launch Photo Wizard

The *Launch Photo Wizard* button on the Determine Eligibility page and the Confirm Photo page opens to a new window that displays the Photo Wizard cropping tool.

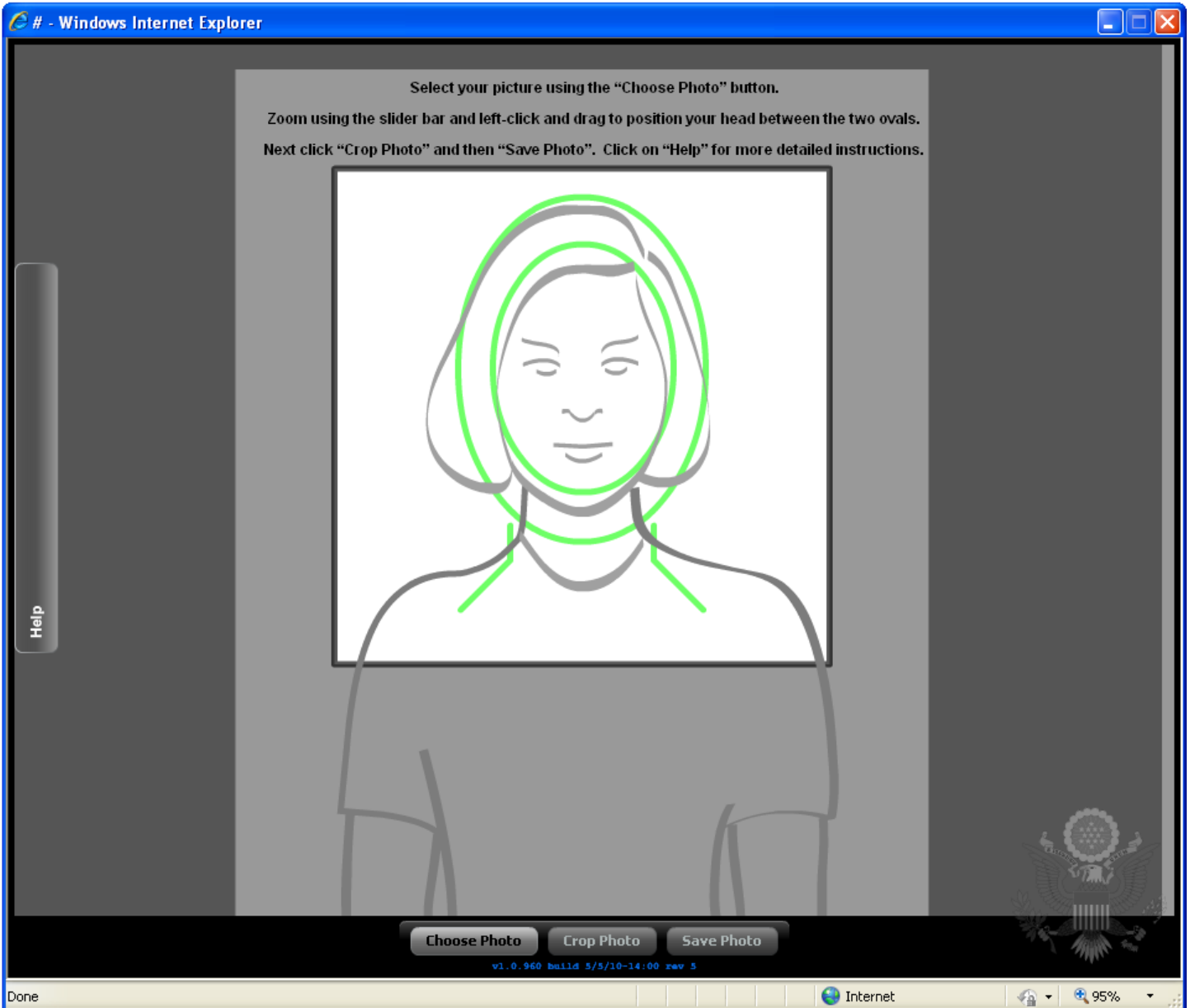
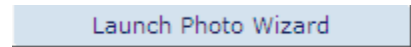


Figure 5-2: Photo Wizard Cropping Tool

5.3 Upload Compliant Photo / Choose a Different Photo

Upload Compliant Photo and Choose a Different Photo buttons located in Determine Eligibility and Confirm Photo pages, lead to the IQOTW Upload Photo page. If the uploaded image does not meet the photo requirements, an explanation will be displayed.

Upload Compliant Photo

Choose a Different Photo



Upload Photo

Photo Quality Standards

In order to ensure the highest quality photos will be used in the final printed travel document, the Department of State has created a guide for you to use when creating and uploading your photos [\[see photo quality standards guide\]](#).

Select Your Photo

Choose a JPEG format image (i.e., .jpg file type) that is NOT more than 240 Kb in file size.

Selected Photo:

No Photo
Uploaded

Photo:

◀ Back: CancelNext: Upload Selected Photo ▶

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Figure 5-3: IQOTW Upload Photo

5.4 Photo Quality Standards Result

If the selected image meets the photo requirements, the Photo Quality Standards Result page appears with the notification.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Photo Quality Standards Result

Photo passed quality standards

Your photo has been uploaded successfully and passed initial quality checks. You can continue your application.

Selected Photo: CROPPED-George_Test8.jpg

[◀ Back: Select a Different Photo](#) [Next: Continue Using This Photo ▶](#)

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Figure 5-4: IQOTW Photo Quality Standards Result

6.0 REVIEW

6.1 Review Your Entries

Review Your Entries page is automatically populated with data entered by the applicant in the previous screens. All the Edit links on the right of each section (except for Edit Current Passport Information) takes the applicant to the previous entry pages where they can edit their information.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO **REVIEW**

Application for a U.S. Passport Card – Electronic Pilot

Review **Review Your Entries** Confirm and Sign

Photo Provided: [Edit Photo](#)

Name:	Smith Jr, John R	Edit Personal Information
Social Security Number:	455-45-6789	
Sex:	Male	
Height:	6 ft. 2 in.	
Hair Color:	Blond	
Eye Color:	Blue	
Occupation:	Application Developer	
Employer:	NavigationArts	
Date of Birth:	02 September 1977	
Place of Birth:	Catonsville, MISSOURI	

Full Page View

Figure 6-1: Review Your Entries

Online Application for Passport Card

		Edit Address and Phone Information
Mailing Address:	123 Old Rd. Apt./Unit: 34 Line2	
City:	Baltimore	
State:	MARYLAND	
Zip Code:	21207	
Country:	United States	
Permanent same as Mailing Address?	No	
Permanent Address:	123 Fake St. Apt./Unit: 21 What Goes on Line 2	
City:	Falls Church	
State:	VIRGINIA	
Zip Code:	22043	
Country:	UNITED STATES	
Email Address:	test@state.gov	
Primary Phone:	301-555-1234 (Home)	
Additional Phone:	301-555-7890 (Cell)	
		Edit Current Passport Information
Current Passport Book Number:	123456789	
Issue Date:	27 March 2005	
		Edit Emergency Contact Information
Emergency Contact:	Lisa Smith	
Relationship:	Parent	
Address:	643 Pinetree Rd Apt./Unit: 31 Address Line 2	
City:	Blahville	
State:	DELAWARE	
Zip Code:	21229	
Country:	UNITED STATES	
Contact Phone:	410-555-8888	
		Edit Travel Plans Information
Start Date of Trip:	12 May 2012	
Length of Trip:	5 Weeks	
Country(s) to Visit:	Bermuda, Germany, Ireland	
◀ Back		Next: Confirm and Sign ▶

Figure 6-2: Review Your Entries – cont'd

6.1.1 Edit Current Passport Information

The Current Passport Information page is displayed when the applicant clicks the Edit Current Passport Information link on the Review Your Entries page.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO REVIEW PAY

Application for a U.S. Passport Card – Electronic Pilot

Current Passport Information

NOTE: All data on this page must match the information as it is written in your passport.

Current Passport Book Number
123456789

Current Passport Book Issue Date
27 03 March 2005

Back: Next: Review

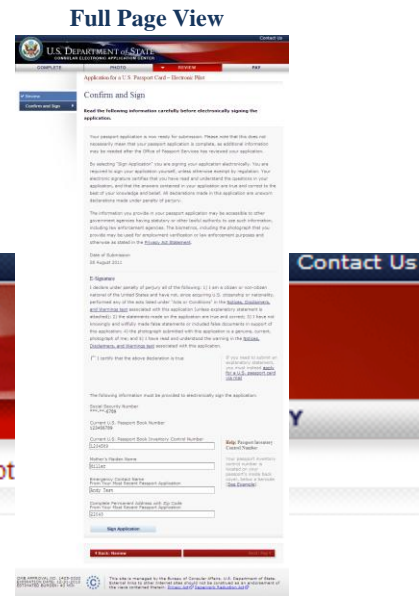
OMB APPROVAL NO. 1405-0020
EXPIRATION DATE: 12-31-2013
ESTIMATED BURDEN: 40 MIN

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. [Privacy Act](#) [Paperwork Reduction Act](#)

Figure 6-3: Current Passport Information

6.2 Confirm and Sign – E-Signature

Confirm and Sign page contains E-Signature. Notice the Social Security Number and Current U.S. Passport Book Number are pre-populated with the applicant's information. Date of Submission is system-generated.



Application for a U.S. Passport Card – Electronic Pilot

Confirm and Sign

Read the following information carefully before electronically signing the application.

Your passport application is now ready for submission. Please note that this does not necessarily mean that your passport application is complete, as additional information may be needed after the Office of Passport Services has reviewed your application.

By selecting "Sign Application" you are signing your application electronically. You are required to sign your application yourself, unless otherwise exempt by regulation. Your electronic signature certifies that you have read and understand the questions in your application, and that the answers contained in your application are true and correct to the best of your knowledge and belief. All declarations made in this application are unsworn declarations made under penalty of perjury.

The information you provide in your passport application may be accessible to other government agencies having statutory or other lawful authority to use such information, including law enforcement agencies. The biometrics, including the photograph that you provide may be used for employment verification or law enforcement purposes and otherwise as stated in the [Privacy Act Statement](#).

Date of Submission
08 August 2011

Figure 6-4: Confirm and Sign

E-Signature

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" in the [Notices, Disclaimers, and Warnings text](#) associated with this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current, photograph of me; and 5) I have read and understood the warning in the [Notices, Disclaimers, and Warnings text](#) associated with this application.

I certify that the above declaration is true

If you need to submit an explanatory statement, you must instead [apply for a U.S. passport card via mail](#)

The following information must be provided to electronically sign the application:

Social Security Number
***-**-6789

Current U.S. Passport Book Number
123456789

Current U.S. Passport Book Inventory Control Number

Mother's Maiden Name

Emergency Contact Name
From Your Most Recent Passport Application

Complete Permanent Address with Zip Code
From Your Most Recent Passport Application

Help: Passport Inventory Control Number

Your passport inventory control number is located on your passport's inside back cover, below a barcode [[See Example](#)].

Sign Application

[◀ Back: Review](#) [Next: Pay ▶](#)

Figure 6-5: Confirm and Sign – cont'd

The Confirm and Sign page contains three internal links:

- Privacy Act Statement
- Notices, Disclaimers, and Warnings text
- See Example

Privacy Act Statement link

including law enforcement agencies. The biometrics, including the photograph that you provide may be used for employment verification or law enforcement purposes and otherwise as stated in the [Privacy Act Statement](#).

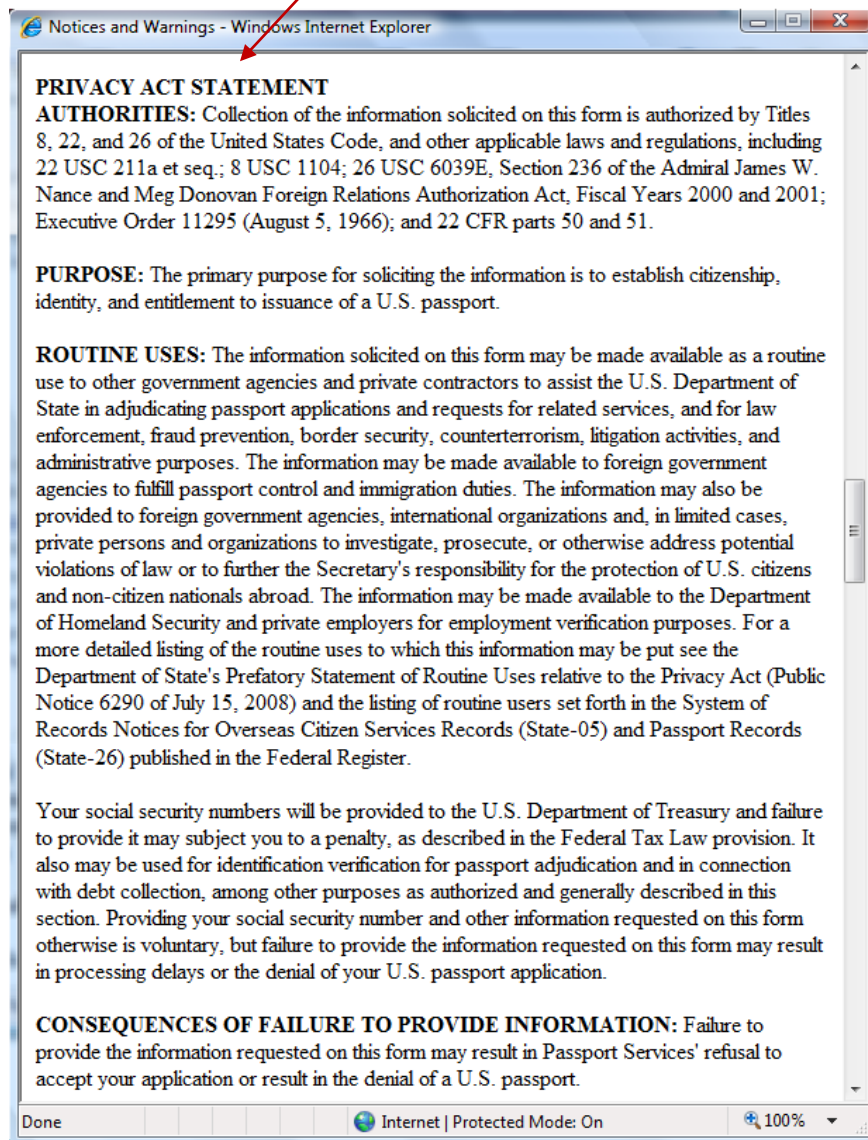


Figure 6-6: Privacy Act Statement in Notices and Warnings pop-up window

Notices, Disclaimers, and Warnings text link

knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning in the [Notices, Disclaimers, and Warnings text](#) associated with this application.

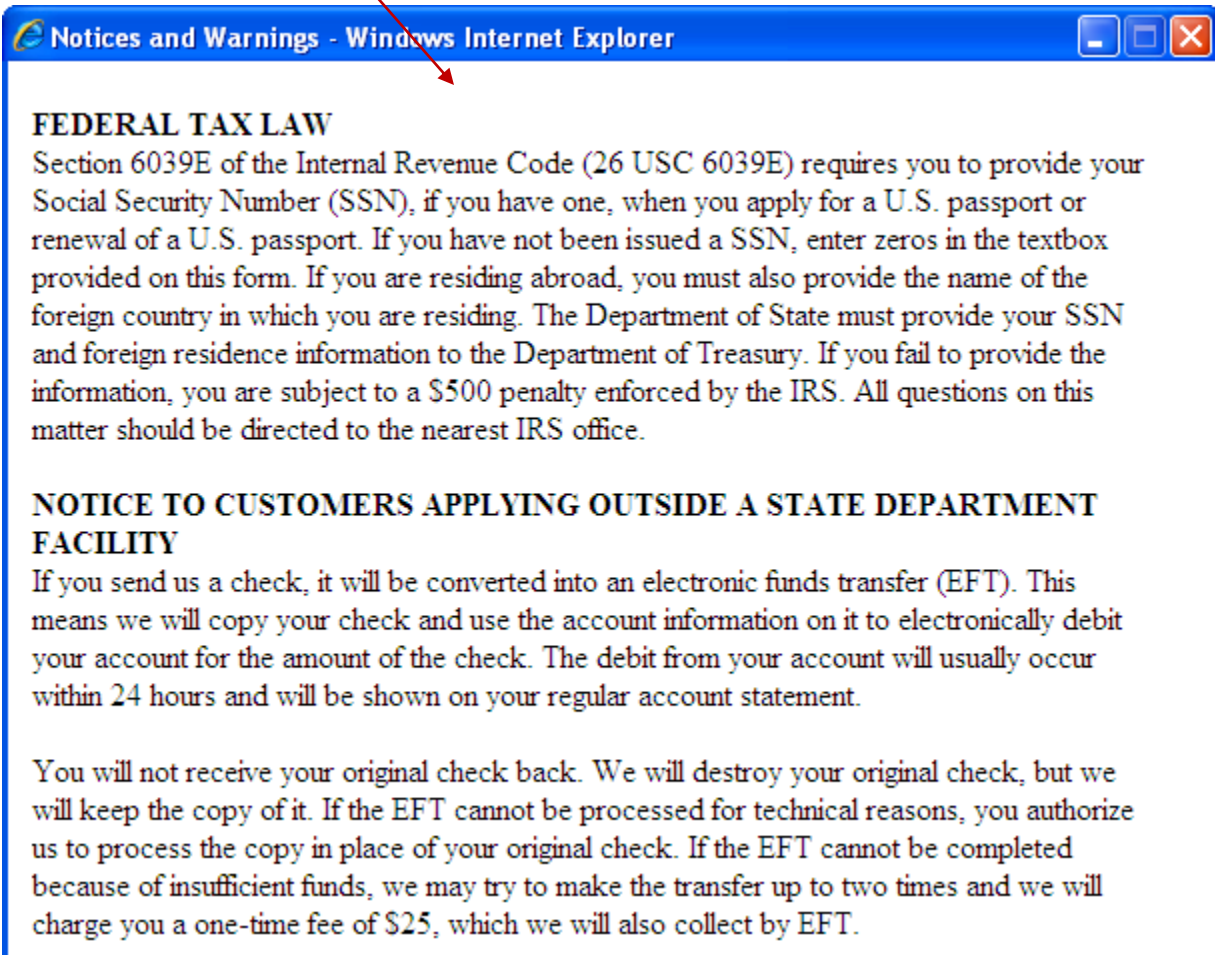


Figure 6-7: Notices, Disclaimers, and Warnings text, part 1

REMITTANCE OF FEES

Passport service fees are established by law and regulation (see 22 USC 214, 22 CFR 22.1, and 22 CFR 51.50-56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900-904). In accordance with the Debt Collection Improvement Act (Pub.L. 104-134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred. In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

OTHER USES OF SOCIAL SECURITY NUMBERS

Your Social Security Number will be provided to Treasury, used in connection with debt collection and checked against lists of persons ineligible or potentially ineligible to receive a U.S. passport, among other authorized uses.

PAPERWORK REDUCTION STATEMENT

Public reporting burden for this collection of information is estimated to average 40 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documentation required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20520-2202.

Figure 6-8: Notices, Disclaimers, and Warnings text, part 2

IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS U.S. PASSPORT BOOK AND/OR U.S. PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. Passport Book or more than one valid or potentially valid U.S. Passport Card at a time. Therefore, when a valid or potentially valid U.S. Passport Book or U.S. Passport Card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book or U.S. Passport Card cannot be presented.

The information you provide regarding your lost or stolen U.S. Passport Book or U.S. Passport Card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. Passport Book or U.S. Passport Card. Anyone using the U.S. Passport Book or U.S. Passport Card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. Passport Book or U.S. Passport Card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that U.S. Passport Book or U.S. Passport Card for travel.

PROTECT YOURSELF AGAINST IDENTITY THEFT! REPORT YOUR LOST OR STOLEN U.S. PASSPORT BOOK OR U.S. PASSPORT CARD!

For more information or to report your lost or stolen U.S. Passport Book or U.S. Passport Card by phone, call NPIC or visit our website at travel.state.gov.

ACTS OR CONDITIONS

(If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship/nationality, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the government of the United States.

Furthermore, I have not been convicted of a federal or state drug offense or convicted of "sex tourism" under 18 USC 2423 crimes statute and I am not the subject of an outstanding federal, state or local warrant of arrest for a felony; a criminal court order forbidding my departure from the United States; a subpoena received from the United States in a matter involving federal prosecution for, or grand jury investigation of, a felony.

Figure 6-9: Notices, Disclaimers, and Warnings text, part 3

PRIVACY ACT STATEMENT

AUTHORITIES: Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, and other applicable laws and regulations, including 22 USC 211a et seq.; 8 USC 1104; 26 USC 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies and private contractors to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement, fraud prevention, border security, counterterrorism, litigation activities, and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to the Department of Homeland Security and private employers for employment verification purposes. For a more detailed listing of the routine uses to which this information may be put see the Department of State's Prefatory Statement of Routine Uses relative to the Privacy Act (Public Notice 6290 of July 15, 2008) and the listing of routine users set forth in the System of Records Notices for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.

Your social security numbers will be provided to the U.S. Department of Treasury and failure to provide it may subject you to a penalty, as described in the Federal Tax Law provision. It also may be used for identification verification for passport adjudication and in connection with debt collection, among other purposes as authorized and generally described in this section. Providing your social security number and other information requested on this form otherwise is voluntary, but failure to provide the information requested on this form may result in processing delays or the denial of your U.S. passport application.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Failure to provide the information requested on this form may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

Figure 6-10: Notices, Disclaimers, and Warnings text, part 4

ELECTRONIC PASSPORT STATEMENT

The Department of State now issues a type of passport book containing an embedded electronic chip and called an "Electronic Passport". The electronic passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the passport book to carry a duplicate electronic copy of all information from the data page. The electronic passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of- entry equipped with electronic chip readers, the electronic passport book provides for faster clearance through some of the port-of-entry processes.

The electronic passport book does not require special handling or treatment, but like previous versions should be protected from extreme heat, bending, and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.


The cover of the electronic passport book is printed with a special symbol representing the embedded chip. The symbol  will appear in port-of-entry areas where the electronic passport book can be read.

Figure 6-11: Notices, Disclaimers, and Warnings text, part 5

See Example link

Help: Passport Inventory Control Number

Your passport inventory control number is located on your passport's inside back cover, below a barcode [See Example].

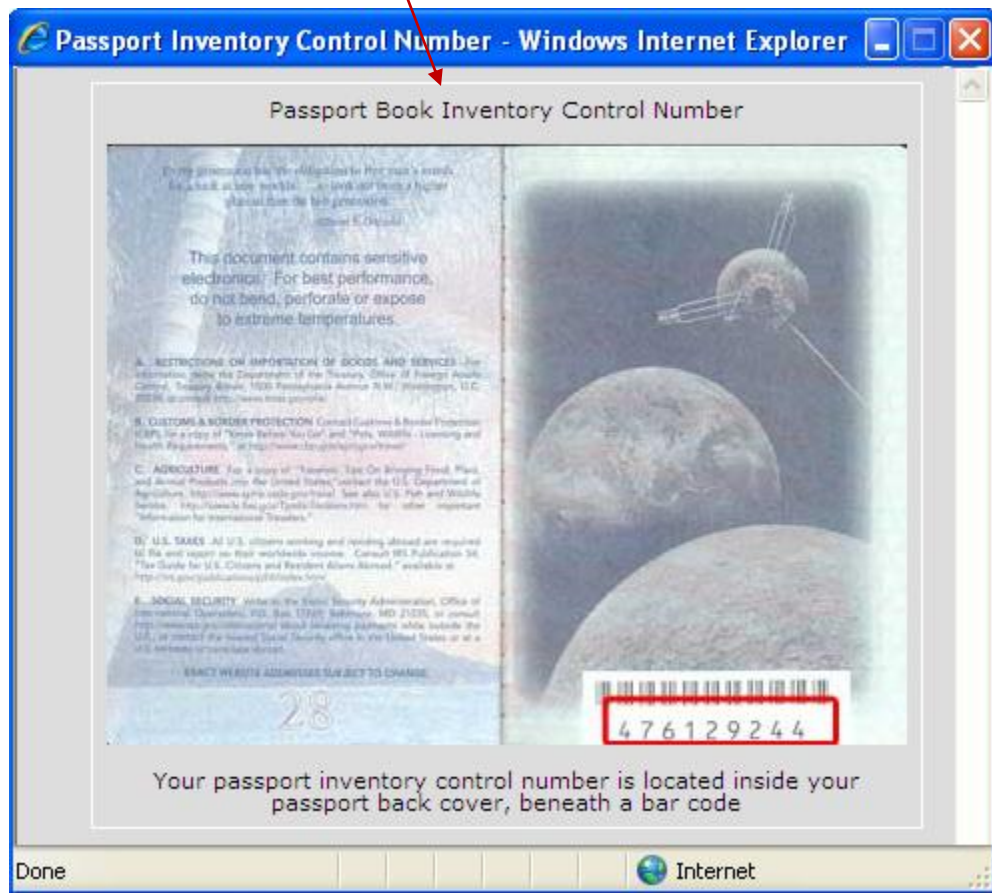


Figure 6-12: See Example link

6.2.1 Confirm and Sign – Signature Acknowledged

This page acknowledges that the applicant has signed the application via E-Signature.

Full Page View



Figure 6-13: Confirm and Sign (Signature Acknowledged)

7.0 PAY

7.1 Pay – Pay Now

This page displays the required passport card fee. The 'Pay Now' button takes the applicant to the payment processing page of Pay.gov. Pay.gov is an external website that allows the applicant to pay by check or credit card.

Full Page View



Figure 7-1: Pay

7.2 Confirm Payment

Confirm Payment acknowledges that the applicant's payment has been processed. The auto-generated Pay.Gov Tracking ID and Pay.Gov Agency Tracking ID are displayed.

The *Submit Application* button will take the applicant to the final page of the online application for passport card.



Figure 7-2: Confirm Payment

8.0 APPLICATION SUBMITTED PAGE

8.1 Confirmation - Application Submitted

Confirmation-Application Submitted confirms that the applicant's passport card application was submitted to the U.S. Department of State. This page contains the applicant's name, date/timestamp of submission, Pay.Gov Tracking ID, and Pay.Gov Agency Tracking ID.

Full Page View



Application for a U.S. Passport Card – Electronic Pilot

Confirmation – Application Submitted

This confirms that a U.S. passport card application for **Smith Jr, John R** was submitted to the U.S. Department of State on **4/19/2011 11:31:13 AM**. An email confirmation will be sent to the email address provided in the application.

Your Pay.Gov Tracking ID is **3FOG9S5Q**

Your Pay.Gov Agency Tracking ID is **0419383798651250e121a**.

We appreciate your participation in this online pilot project as we continually strive to enhance our services to the American traveling public. If you would like to send us feedback on this pilot, please send all comments to pptcardsupport@state.gov.

Starting in four business days, you may visit our website at travel.state.gov to [check the status of your passport application](#). You may also call the National Passport Information Center at 877-487-2778, TDD 888-874-7793.

Print Confirmation 

Print Application 

Figure 8-1: Confirmation – Application Submitted

8.2 Print

Print Confirmation 

The Print Confirmation button leads the applicant to the Confirmation - Application Submitted page. This page is formatted for printing purposes.



The screenshot shows the top header with the U.S. Department of State logo and the text "U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER" and a "Contact Us" link. Below the header, the page title is "Application for a U.S. Passport Card – Electronic Pilot" and "Confirmation – Application Submitted". The main content area contains the following text: "This confirms that a U.S. passport card application for **Smith Jr, John R** was submitted to the U.S. Department of State on **4/19/2011 11:31:13 AM**. An email confirmation will be sent to the email address provided in the application." It also provides tracking information: "Your Pay.Gov Tracking ID is **3FOG9S5Q**" and "Your Pay.Gov Agency Tracking ID is **0419383798651250e121a**." A paragraph follows: "We appreciate your participation in this online pilot project as we continually strive to enhance our services to the American traveling public. If you would like to send us feedback on this pilot, please send all comments to pptcardsupport@state.gov." The final paragraph states: "Starting in four business days, you may visit our website at travel.state.gov to check the status of your passport application. You may also call the National Passport Information Center at 877-487-2778, TDD 888-874-7793." At the bottom, there is a footer with OMB approval information, a circular logo with a 'C', 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. [Privacy Act](#) [Paperwork Reduction Act](#)".

Figure 8-2: Printer-friendly Page – Confirmation - Application Submitted

[Print Application](#) 

The Print Application button leads the applicant to the Personal Information page. This page is formatted for printing purposes.



Application for a U.S. Passport Card – Electronic Pilot

Personal Information

Photo Provided:



Name:	Smith Jr, John R
Social Security Number:	455-45-6789
Sex:	Male
Height:	6 ft. 2 in.
Hair Color:	Blond
Eye Color:	Blue
Occupation:	Application Developer
Employer:	NavigationArts
Date of Birth:	02 September 1977
Place of Birth:	Catonsville, MISSOURI
Mailing Address:	123 Old Rd. Apt./Unit: 34 Linemore Baltimore MARYLAND 21207 United States
Permanent same as Mailing Address?	No
Permanent Address:	123 Fake St. Apt./Unit: 21 What Goes on Line 2 Falls Church VIRGINIA 22043 UNITED STATES
City:	Falls Church
State:	VIRGINIA
Zip Code:	22043
Country:	UNITED STATES
Email Address:	test@state.gov
Primary Phone:	301-555-1234 (Home)
Additional Phone:	301-555-7890 (Cell)
Current Passport Book Number:	123456789
Issue Date:	27 March 2005
Emergency Contact:	Lisa Smith
Relationship:	Parent
Address:	643 Pinetree Rd Apt./Unit: 31 Address Line 2 Blahville DELAWARE 21229 UNITED STATES
City:	Blahville
State:	DELAWARE
Zip Code:	21229
Country:	UNITED STATES
Contact Phone:	410-555-8888
Start Date of Trip:	12 May 2012
Length of Trip:	5 Weeks
Country(s) to Visit:	Bermuda, Germany, Ireland
Electronic Signature:	
SSN:	***-**-6789
Current U.S. Passport Book Number:	123456789
Current U.S. Passport Book Inventory Control Number:	1234589
Mother's Maiden Name:	Miller
Emergency Contact Name From Your Most Recent Passport Application:	Andy Test
Complete Permanent Address with Zip Code From Your Most Recent Passport Application:	9 Garrett Road, Annapolis, MD 22043

Figure 8-3: Printer-friendly Page – Personal Information

9.0 EMAIL CONFIRMATION

Once the online application is completed and submitted to the Dept. of State, an email confirmation is sent to the applicant's email address.



Figure 9-1: OAPC Email Confirmation