

# ONLINE APPLICATION FOR PASSPORT CARD (OAPC)

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## 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.

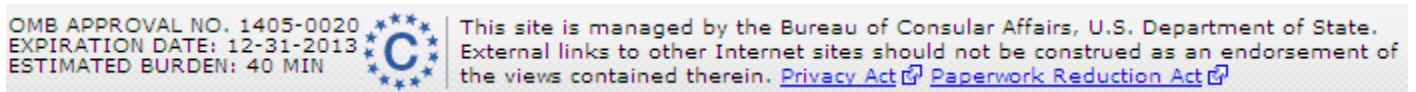


Figure 1-2: OAPC Footer

## 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](http://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](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](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](http://travel.state.gov/passport/ppt_card/ppt_card_3926.html)

Routine Processing - [http://travel.state.gov/passport/processing/processing\\_1740.html](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](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](http://www.travel.state.gov/passport/status/status_2567.html)

Email:

- Contact Us - 'mail to' link to [pptcardsupport@state.gov](mailto:pptcardsupport@state.gov).

Image Quality over the Web (IQOTW) pages:

- Copyright Information - [http://travel.state.gov/about/about\\_2727.html](http://travel.state.gov/about/about_2727.html)
- Disclaimers - [http://travel.state.gov/about/about\\_2728.html](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](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.

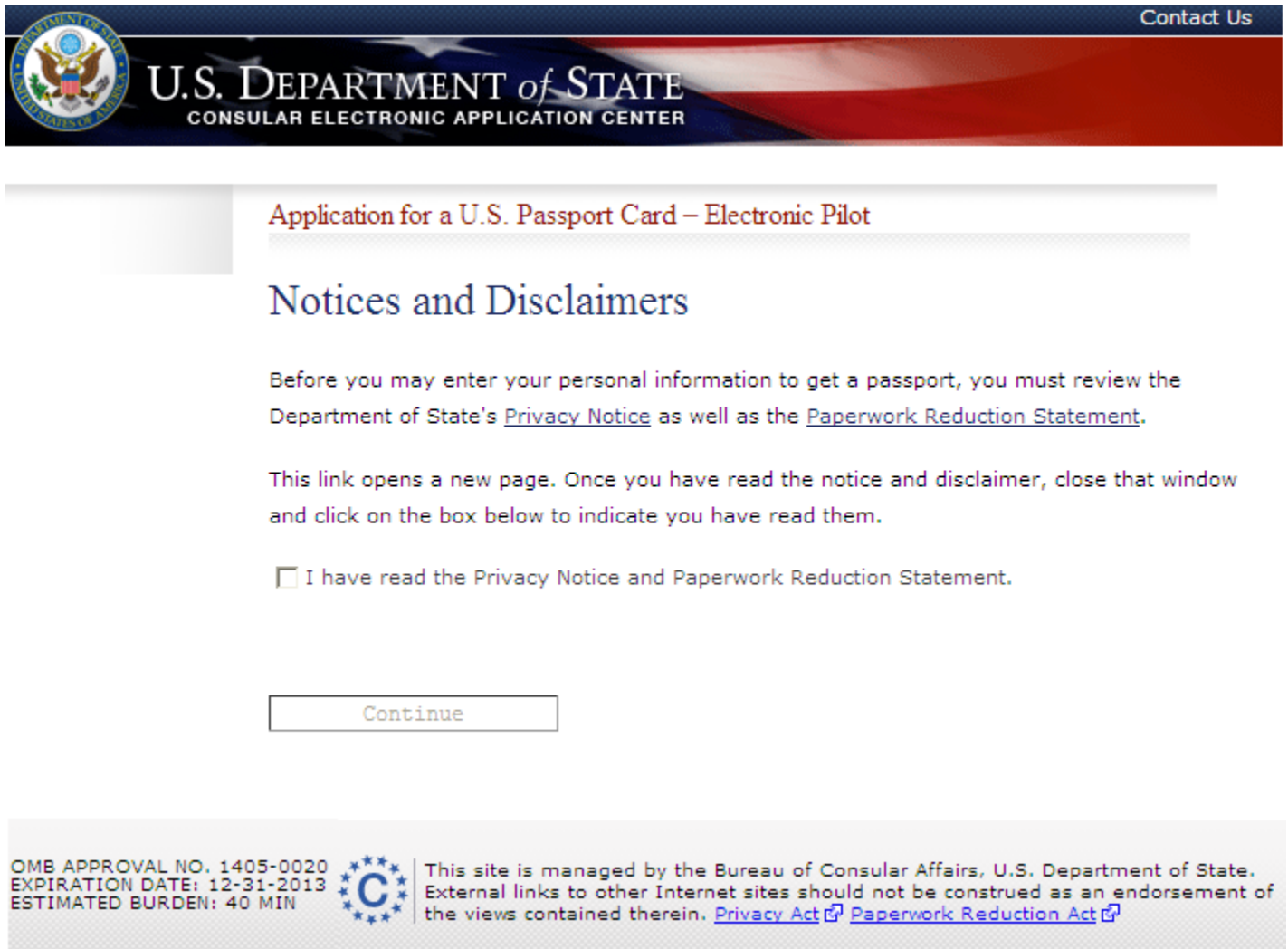


Figure 3-1: Notices and Disclaimers

### 3.2 Paperwork Reduction Statement

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

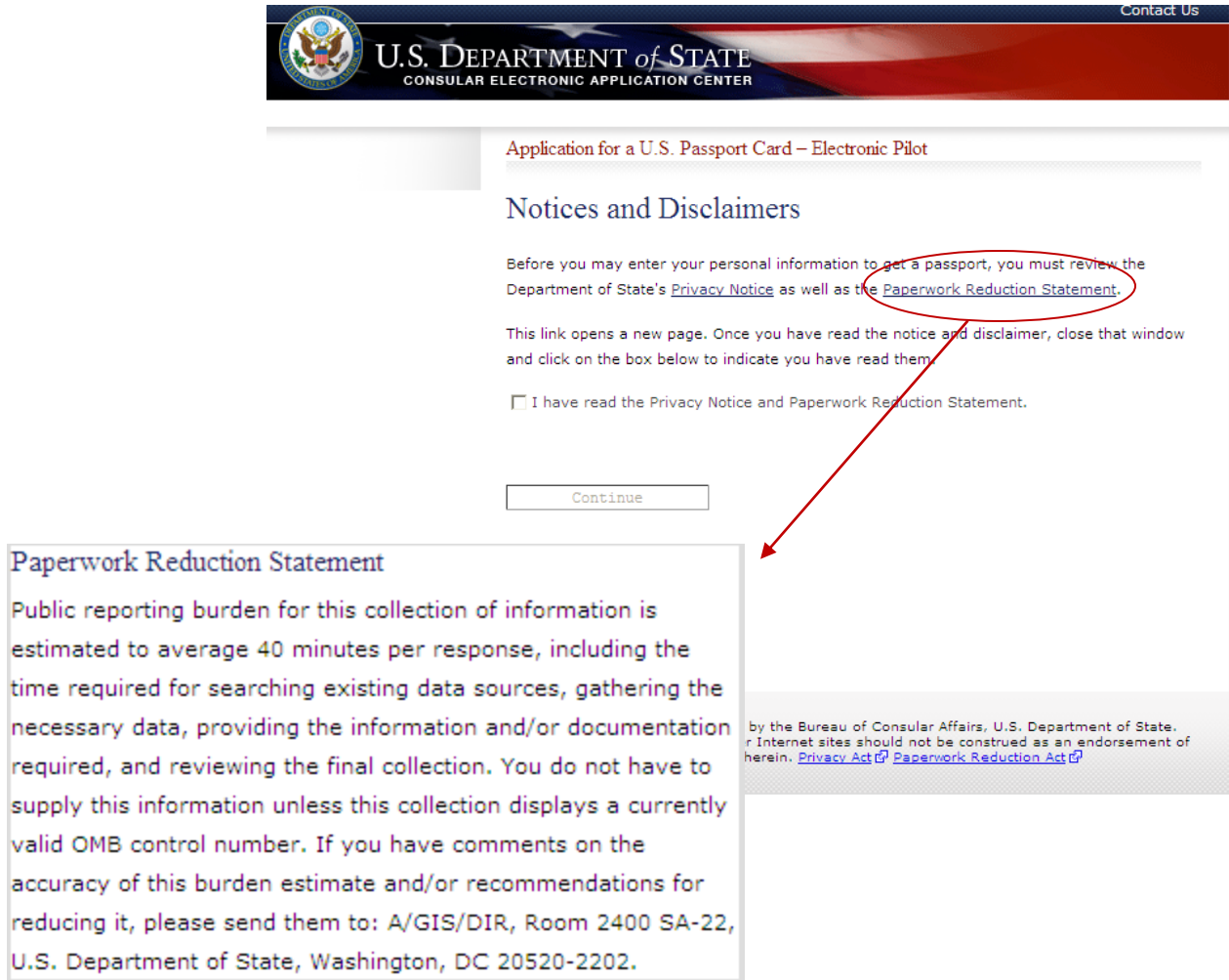


Figure 3-2: Paper Reduction Statement

## 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 for a U.S. 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'. The main content area includes a header with the U.S. Department of State logo and the text 'U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER'. Below this, there are tabs for 'COMPLETE', 'PHOTO', and 'REVIEW'. The main heading is 'Application for a U.S. Passport Card – Electronic Pilot' followed by 'Getting Started'. A prominent note states: 'NOTE: If you are idle for over 40 minutes, the information you've entered will be erased.' Below the note, there is a section titled 'Preparing to Complete' which welcomes users to the pilot project and explains that it allows U.S. citizens and nationals to complete the application online, including paying fees, uploading a photo, and submitting the application package. It also notes that the passport card is only for international travel by land or sea between the United States and Canada, Mexico, and the Caribbean. At the bottom of the page, there is a footer with contact information and a disclaimer.

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.

**U.S. DEPARTMENT of STATE**  
CONSULAR ELECTRONIC APPLICATION CENTER

**COMPLETE** PHOTO REVIEW

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

**Determine Eligibility**

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

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

**Full Page View**

U.S. DEPARTMENT of STATE  
CONSULAR ELECTRONIC APPLICATION CENTER

**Determine Eligibility**

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

- 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
- 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
- 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 do not use the name that is printed in my current U.S. passport book.  Yes  No
- 6 I am currently residing in a U.S. passport card.  Yes  No
- 7 I can submit a digital photo that meets the photo requirements.  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

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 ▶](#)

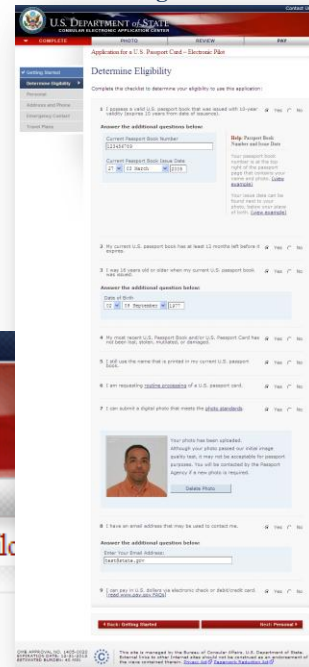
**Figure 4-4: Determine Eligibility (Collapsed) – cont'd**

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



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

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

Determine Eligibility

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

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

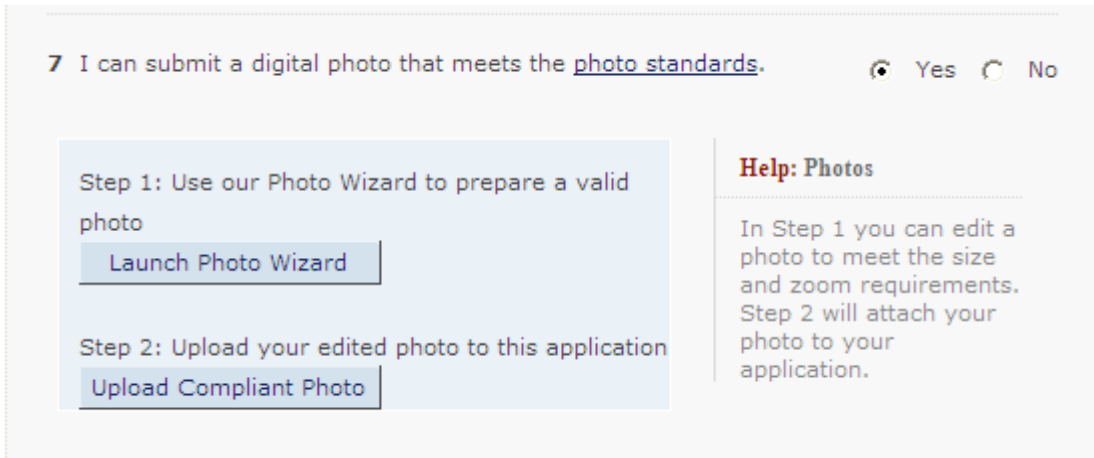
6 I am requesting [routine processing](#) of a U.S. passport card.  Yes  No

**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:  
test@state.gov

---

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 Consular Electronic Application Center website. The page title is 'Application for a U.S. Passport Card – Electronic Pilot'. A navigation bar at the top shows 'COMPLETE', 'PHOTO', and 'REVIEW' tabs. A left sidebar contains a menu with 'Personal' selected. The main content area features a 'Personal Information' heading and a note: 'NOTE: Name entered on this page must match the name printed in your current U.S. passport book.' Below the note are several form fields: 'Last Name' (Smith), 'Suffix' (Jr), 'First Name' (John), 'Middle Name' (R), 'Social Security Number' (455-45-6789), 'Federal Tax Law' (a dropdown menu), 'Sex' (radio buttons for Male and Female, with Male selected), 'Height' (6 ft. and 2 in. dropdowns), 'Hair Color' (Blond), and 'Eye Color' (Blue). A 'Full Page View' inset in the top right corner shows the entire form layout, including the U.S. Department of State logo and a 'Contact Us' link.

Figure 4-11: Personal Information

<p>Occupation <input type="text" value="Application Developer"/></p> <p>Employer / School <input type="text" value="NavigationArts"/></p>	<p><b>Help: Occupation and Employer</b></p> <p>If you are unemployed, self-employed, or retired, enter the appropriate one for Occupation and "none" for Employer.</p>
<p>Date of Birth 02 <input type="text" value="09 September"/> 1977</p>	
<p><b>Place of Birth</b></p> <p>Country <input type="text" value="UNITED STATES"/></p> <p>State <input type="text" value="MO - MISSOURI"/></p> <p>City <input type="text" value="Catonsville"/></p>	<p><b>Help: Place of Birth</b></p> <p>Enter U.S. city and state, or foreign city and country as it is presently known.</p>
<p>◀ Back: Determine Eligibility      Next: Address and Phone ▶</p>	

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.

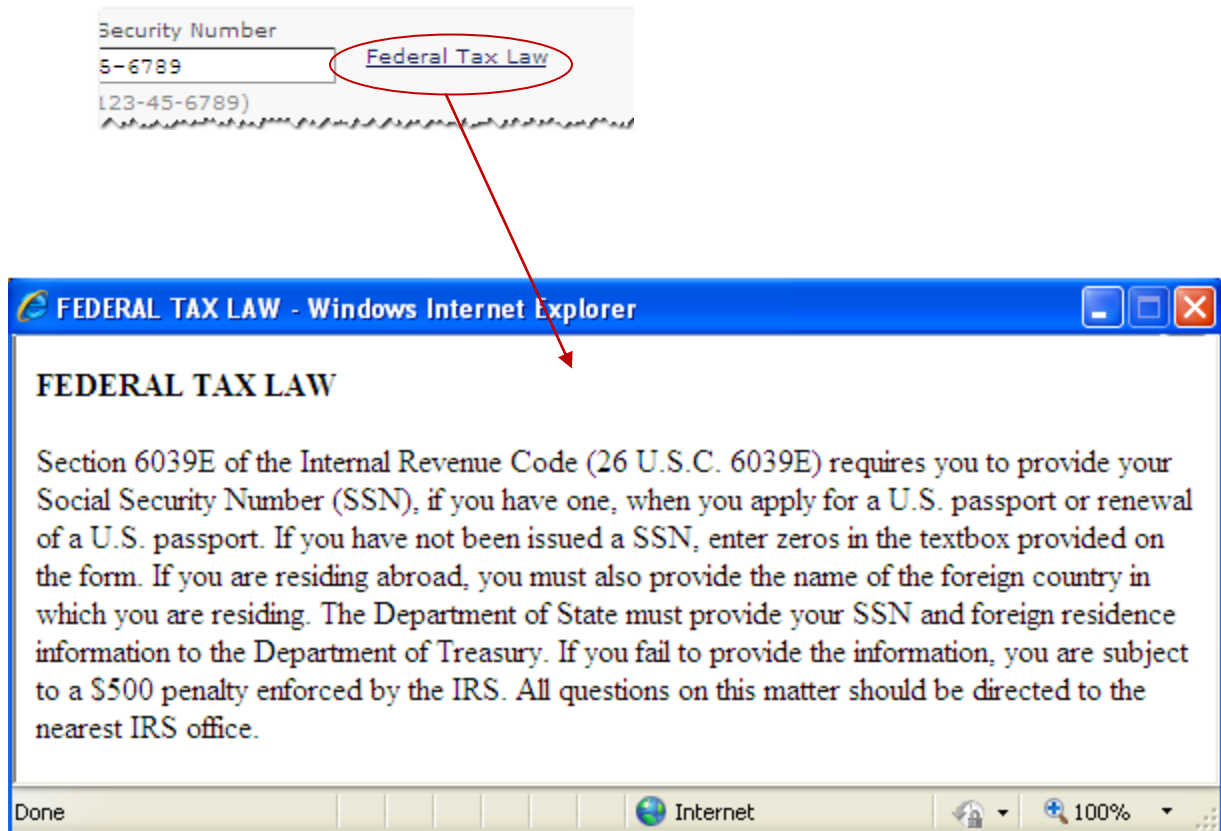


Figure 4-13: Federal Tax Law

## 4.4 ADDRESS AND PHONE

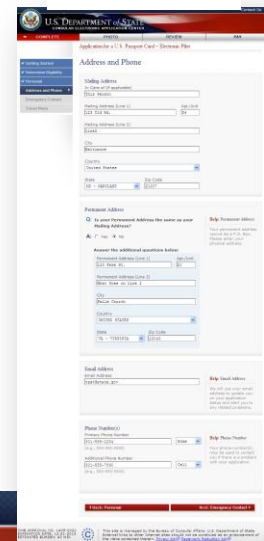
Address and Phone is where the applicant enters their contact information.

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
<input type="text" value="123 Fake St."/>	<input type="text" value="21"/>
Permanent Address (Line 2)	
<input type="text" value="What Goes on Line 2"/>	
City	
<input type="text" value="Falls Church"/>	
Country	
<input type="text" value="UNITED STATES"/>	
State	Zip Code
<input type="text" value="VA - VIRGINIA"/>	<input type="text" value="22043"/>

**Help: Permanent Address**

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

---

**Email Address**

Email Address

**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

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

Additional Phone Number

(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

U.S. DEPARTMENT of STATE  
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO REVIEW PAY

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

Emergency Contact Information

Please provide the information of a person NOT traveling with you to be contacted in the event of an emergency.

Emergency Contact Name  
Lisa Smith

Relationship to Applicant  
Parent  
(e.g., Brother)

Contact Phone Number  
410-555-8888  
(e.g., 555-555-5555)

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 screenshot of the 'Travel Plans Information' form. The page header includes the U.S. Department of State logo and the text 'U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER'. A navigation bar at the top has tabs for 'COMPLETE', 'PHOTO', 'REVIEW', and 'PAY'. A left sidebar contains a list of 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'. The form fields are: 'Start Date of Trip' (12 May 2012), 'Length of Trip' (5 Weeks), and 'Country(s) to Visit' (Bermuda, Germany, Ireland). At the bottom, there are two buttons: 'Back: Emergency Contact' and 'Next: Confirm Photo'.

Figure 4-18: Travel Plans Information



## 5.0 PHOTO

### 5.1 Confirm Photo

**U.S. DEPARTMENT of STATE**  
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE PHOTO REVIEW

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

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

**Full Page View**

U.S. DEPARTMENT of STATE  
Consular Electronic Application Center

COMPLETE PHOTO REVIEW

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

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.

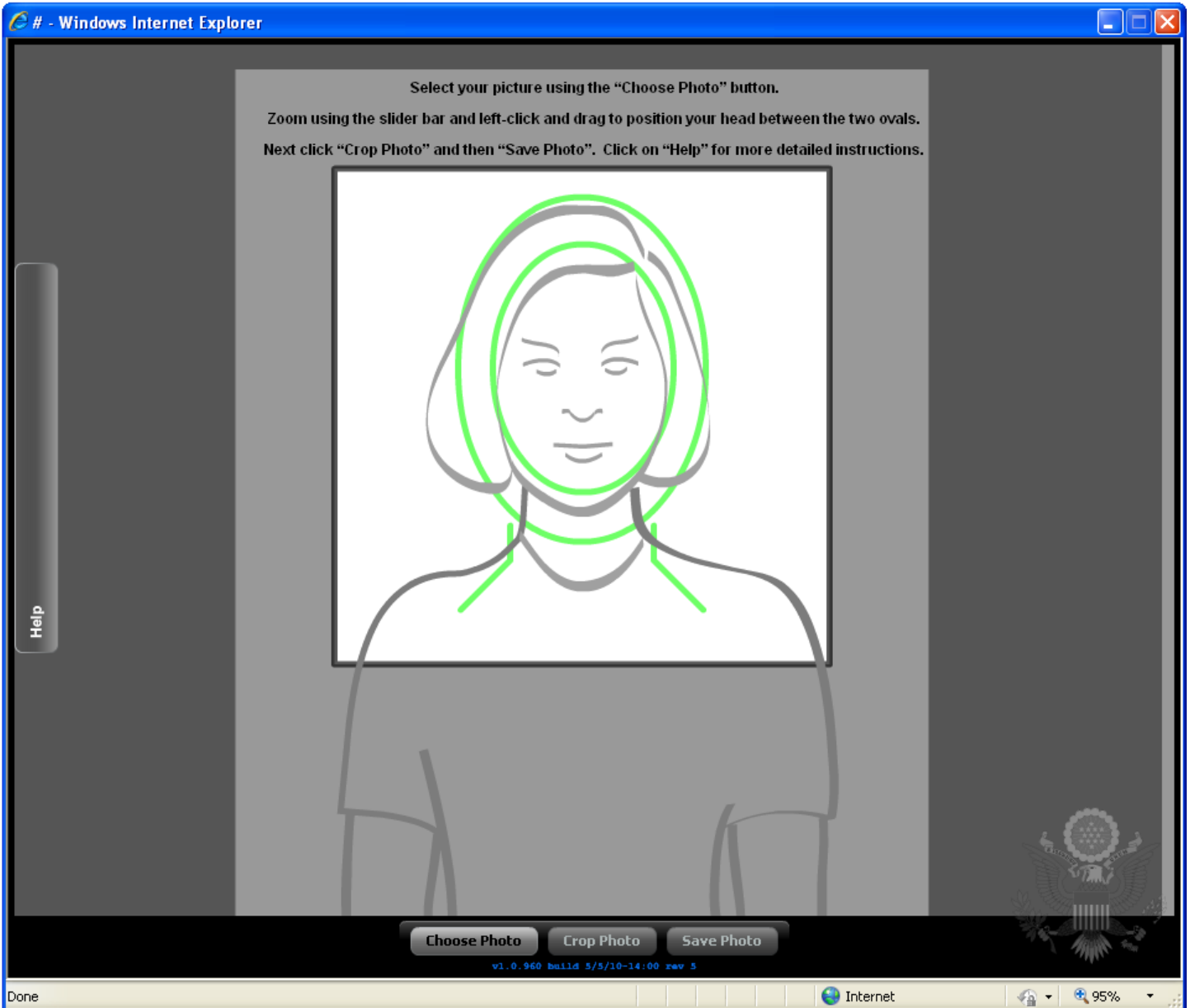
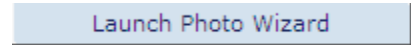


Figure 5-2: Photo Wizard Cropping Tool

### 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: Cancel      Next: 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	<a href="#">Edit Personal Information</a>
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**

U.S. DEPARTMENT of STATE  
Application for a U.S. Passport Card – Electronic Pilot

Review Your Entries

Photo Provided:  [Edit Photo](#)

Name:	SMITH JR, JOHN R	<a href="#">Edit Personal Information</a>
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	

[Edit Address and Phone Information](#)

[Edit Current Passport Information](#)

[Edit Emergency Contact Information](#)

[Edit Travel Plans Information](#)

[Back](#) [Next: Continue and Sign](#)

Figure 6-1: Review Your Entries

## Online Application for Passport Card

Mailing Address:	123 Old Rd. Apt./Unit: 34 Line2	<a href="#">Edit Address and Phone Information</a>
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)	
Current Passport Book Number:	123456789	<a href="#">Edit Current Passport Information</a>
Issue Date:	27 March 2005	
Emergency Contact:	Lisa Smith	<a href="#">Edit Emergency Contact Information</a>
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	
Start Date of Trip:	12 May 2012	<a href="#">Edit Travel Plans Information</a>
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

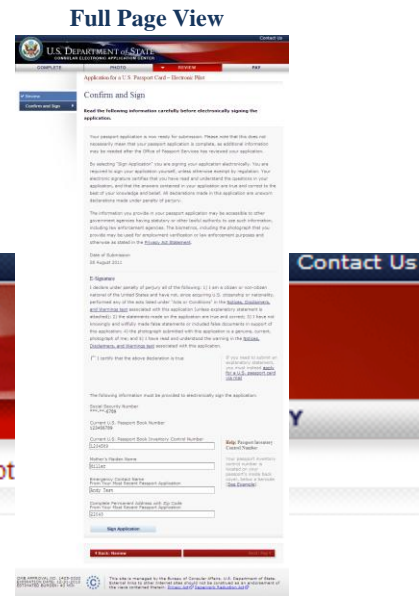
OMB APPROVAL NO. 1405-0020  
EXPIRATION DATE: 12-31-2013  
ESTIMATED BURDEN: 40 MIN

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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 ▶](#)

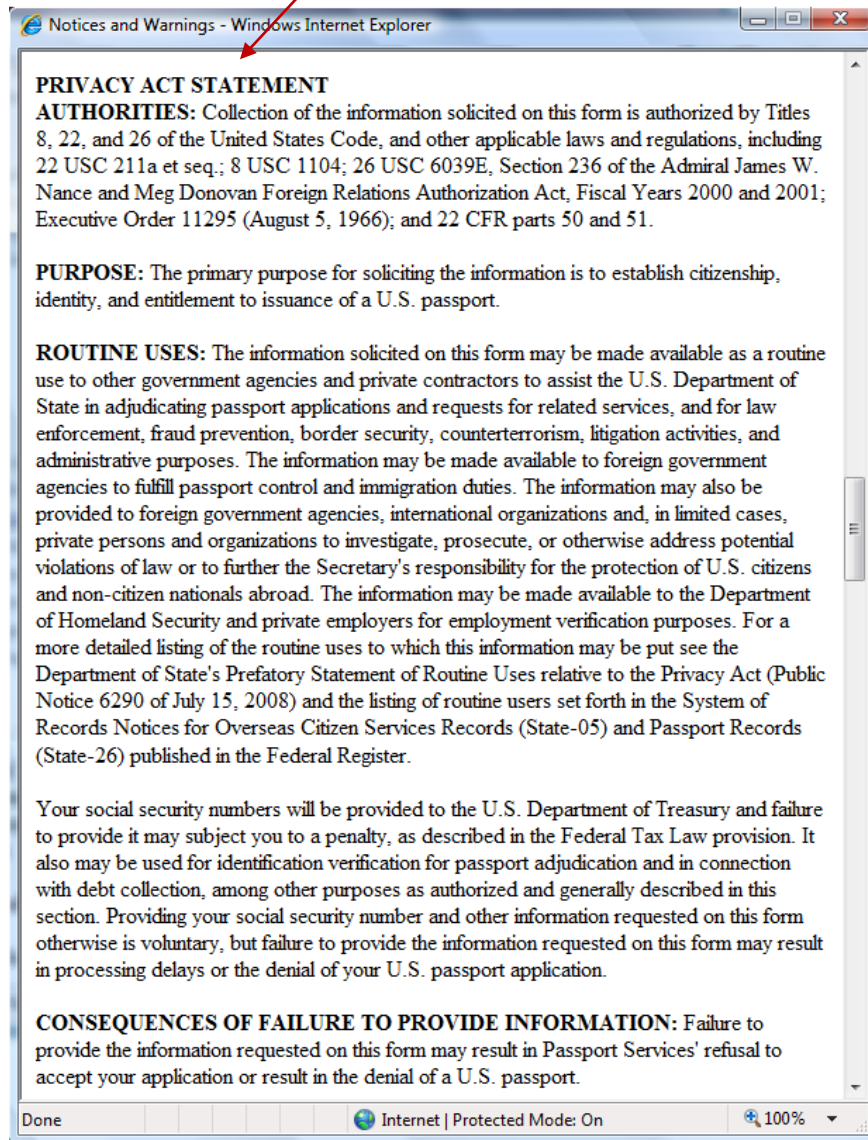
Figure 6-5: Confirm and Sign – cont'd

The Confirm and Sign page contains three internal links:

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

### **Privacy Act Statement link**

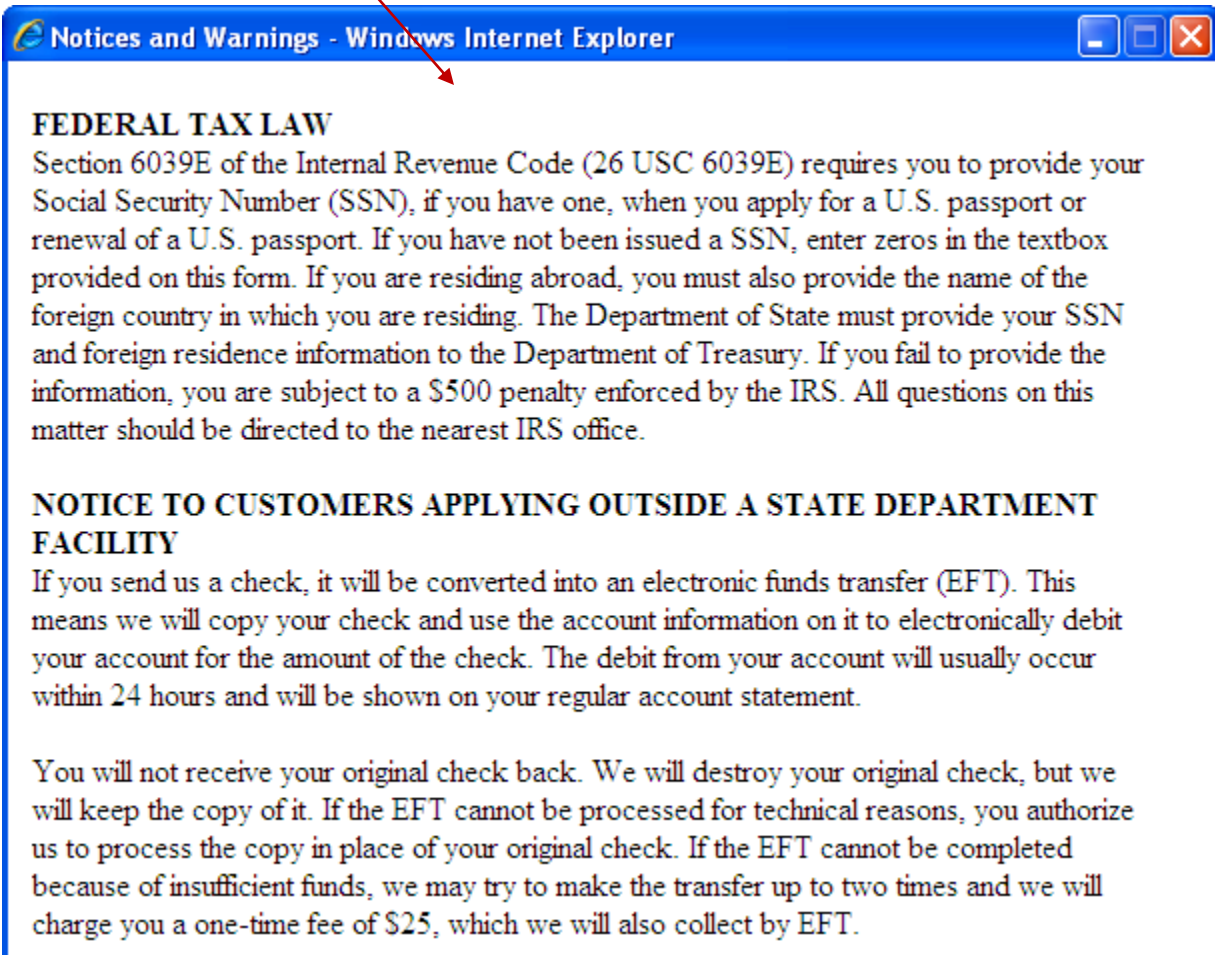
including law enforcement agencies. The biometrics, including the photograph that you provide may be used for employment verification or law enforcement purposes and otherwise as stated in the [Privacy Act Statement](#).



**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](http://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](mailto:pptcardsupport@state.gov).

Starting in four business days, you may visit our website at [travel.state.gov](http://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 navigation bar 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 this is a header for "Application for a U.S. Passport Card – Electronic Pilot". The main heading is "Confirmation – Application Submitted". The body text confirms the submission for "Smith Jr, John R" on "4/19/2011 11:31:13 AM" and provides tracking IDs: "3FOG9S5Q" and "0419383798651250e121a". It also includes contact information for feedback and status checks. The footer contains OMB approval information, a circular logo with a 'C', and links to the Privacy Act and Paperwork Reduction Act.

Contact Us

U.S. DEPARTMENT of STATE  
CONSULAR ELECTRONIC APPLICATION CENTER

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](mailto:pptcardsupport@state.gov).

Starting in four business days, you may visit our website at [travel.state.gov](http://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.

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

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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:

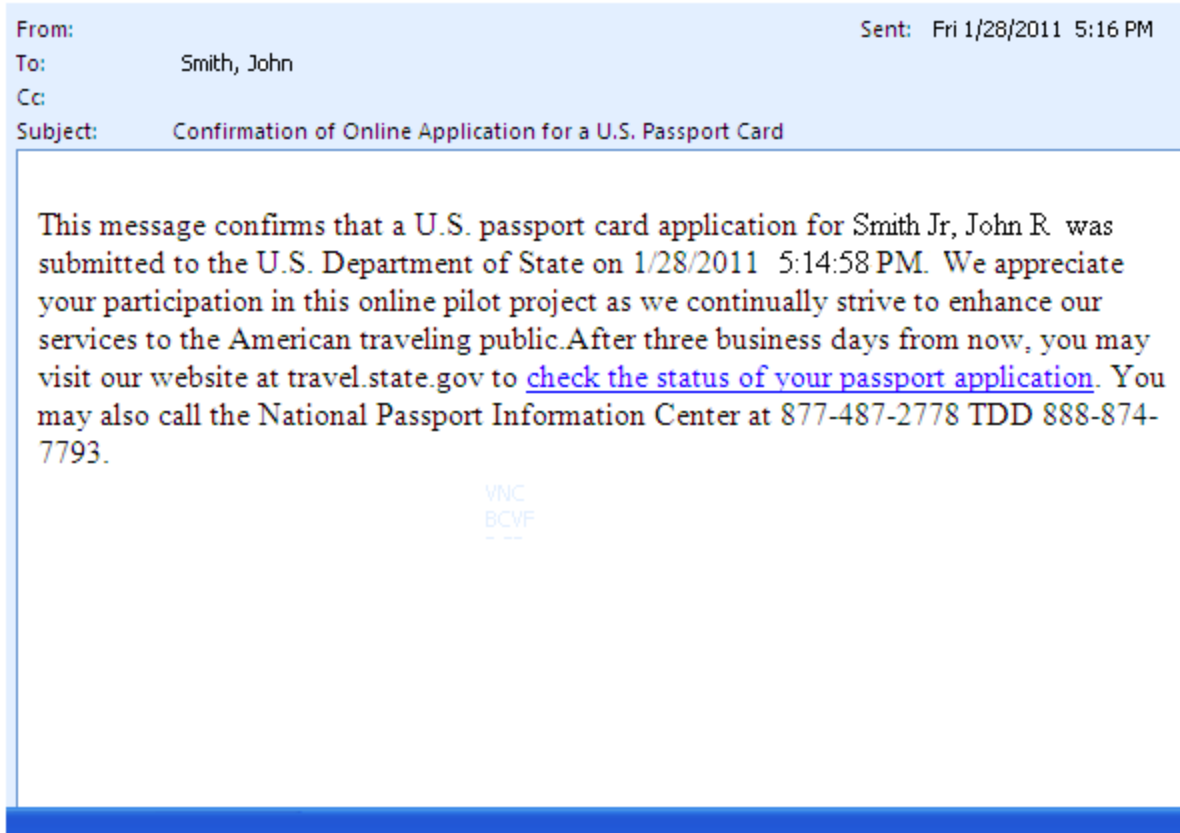


Name:	Smith Jr, John R
Social Security Number:	455-45-6789
Sex:	Male
Height:	6 ft. 2 in.
Hair Color:	Blond
Eye Color:	Blue
Occupation:	Application Developer
Employer:	NavigationArts
Date of Birth:	02 September 1977
Place of Birth:	Catonsville, MISSOURI
Mailing Address:	123 Old Rd. Apt./Unit: 34 Linemore 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**