

# Online Passport Renewal (OPR)

## Customer Facing Screen Shots

Online Passport Renewal (OPR) is a web service that allows qualified U.S. citizens to apply for a passport renewal (DS-82) online. OPR allows the applicant to complete the form, pay applicable fees, upload a passport photo, and submit the application package online. NOTE: This document contains screen captures of OPR. It does not include screenshots of web pages from other sites (i.e. travel.state.gov, connect.gov). The screenshots contained in this document are presented in the same sequence as they appear in OPR.

Page Break

### Table of Figures

### Page(s)

Figure 1: Create Account or Login	3-4
Figure 2: OPR Eligibility	5-6
Figure 3: Privacy Act, Notices, and Disclaimers	7
Figure 4: Passport Book and/or Passport Card Information	7-9
Figure 5: Travel Plans	10
Figure 6: Product Selection	11
Figure 7: Personal Information	12-13
Figure 8: Address and Contact Information	14-15
Figure 8b: Address Verification via USPS	16-18
Figure 9: Emergency Contact	18-19
Figure 10: Photo Upload	19-21
Figure 11: Final Review	21-25
Figure 12: eSignature, Submit and Pay	25-26
Figure 13: Payment on Pay.gov	27-28
Figure 14: Application Home Screen	29- 30
Figure 15: Notices and Disclaimers Text	30-33

## Figure 1: Create Account or Login

An account must be created before the OPR process can begin.

**MyTravelGov Registration**

We just need a few pieces of information about you in order to create a MyTravelGov account.  
\* Asterisk indicates field is required.

\* First Name  Middle Name   
First Name is required

\* Last Name

---

Address  State / Province / Region

ZIP / Postal Code  Country

---

\* Email Address


\* Confirm Email Address

---

\* Password  A valid password must meet all of the following conditions:

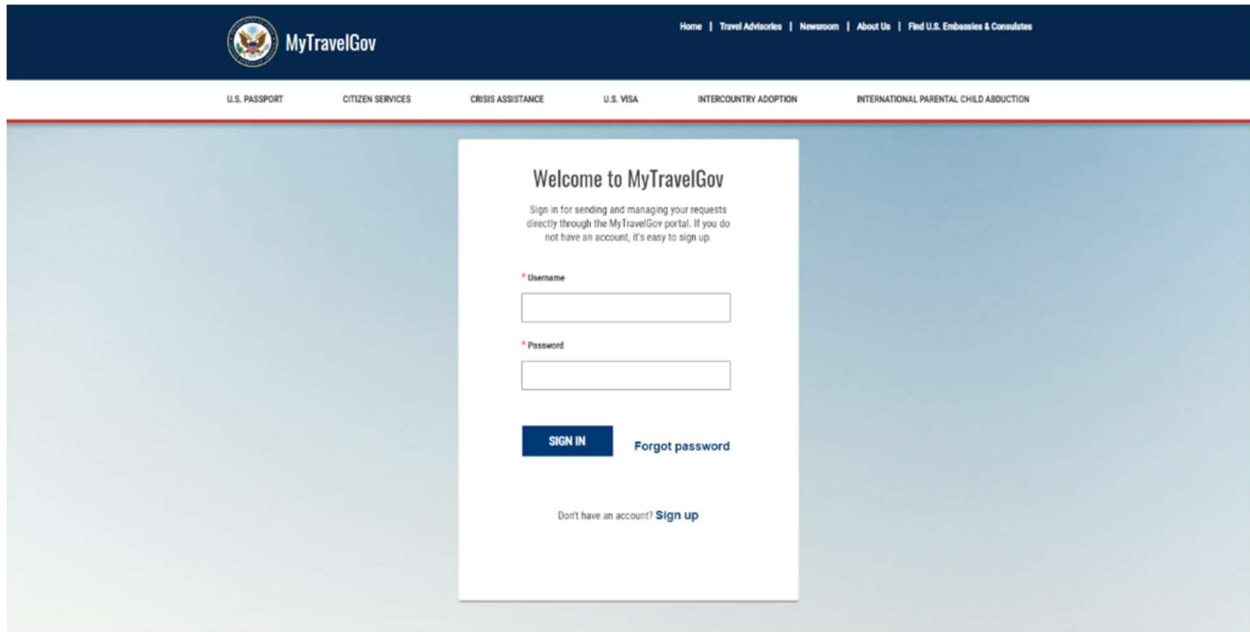
- Password must contain between 12 and 24 characters
- Password must contain one lowercase letter
- Password must contain one uppercase letter
- Password must contain one number
- Password must contain one special character  
`~!@#\$%^&\*()-\_+{}|'":;,. / ? [ ]
- Password must not match or contain: first name, last name, email address
- Unicode characters are not permitted

\* Confirm Password

I'm not a robot   
This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

Within an account the applicant may choose to delete an application they started but did not submit, continue to work on an application that has been saved but not submitted, or choose to be redirected to a paper-based application process (i.e., 2DB or the passport application wizard both located on TSG).

A partially completed application will appear on the user account home page (see *Figure 14*).



The applicant will log in using their email address and the password they created.

## Figure 2: OPR Eligibility

Online Passport Renewal (OPR) Eligibility Criteria

**Check Initial Eligibility**

Please read the following statements and confirm they are true for this passport renewal:

- I am submitting this application to renew my U.S. passport book/card from my own account on my own behalf.
- My international travel plans are more than 3 weeks in the future, or I do not have any international travel plans at this time.
- I have my most recent U.S. passport book/card in my possession.
- I was at least 16 years old when my most recent U.S. passport book/card was issued.
- I was issued my most recent U.S. passport book/card less than 15 years ago.
- My most recent U.S. passport book/card is not damaged, mutilated, or valid for less than 10 years.
- My most recent U.S. passport book/card expires in one year or less.
- I use the same name as on my recent U.S. passport book/card.
- I understand that my renewed U.S. passport book/card will show the same information as my recent U.S. passport book/card.
- I can use a credit/debit card OR my bank's routing number/account number to pay for online renewal. [U.S. passport book/card fees information](#)
- I live in the U.S. or Canada.
- I can upload a 2" x 2" photo taken within the last 6 months. [Learn More](#)
- I understand that upon submission of this online renewal application, the U.S. passport book or card that I am replacing will be invalidated.

If all of the statements above are true for this U.S. passport book/card renewal, click "Yes" to confirm and proceed with the next step in the Online Passport Renewal process. If any of the statements above are false for this U.S. passport book/card renewal, please click "No" then "NEXT" to exit the Online Passport Renewal process and get information about other options for renewal. \*

[Back](#) [Next](#)

Privacy - Copyright and Disclaimer - FOIA - No FEAR Act Data - Office of the Inspector General - USA.gov - GobiernoUSA  
This site is managed by the U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.

In order to be eligible to renew a passport using OPR during phase 1, the applicant must meet the following criteria:

- Age 18 or older
- Has a mailing address in the US or Canada
- Is not changing their name, sex, date of birth, or place of birth
- Has a prior product on hand that:
  - Is not damaged (information is readable),
  - Was issued within the last 15 years with 10-year validity at the time of issuance,
  - Has no more than 12 months validity remaining,
 and
  - Is not a Diplomatic, Official, or No Fee product

C1 OPR Release 1 is scoped to process online DS-82 renewals that do not require supporting paperwork.

If the applicant clicks 'Yes' for each acknowledgement they proceed to [Figure 3: Privacy Act, Notices and Disclaimers](#).

If the applicant clicks 'No', they will be given the following message along with the two paper-based choices to select from.

## Eligibility Check

The information you provided indicates that you are not eligible to renew your passport online. You may be eligible to renew by mail or in-person.

You can fill out your renewal form online, print it, and mail it. Go to <https://pptform.state.gov>

You can also print your form, fill it out by hand, and mail it. Go to <https://eforms.state.gov/Forms/ds82.pdf>

If you have urgent international travel in the next 14 days or need a foreign visa in 28 days, you should renew in person at a passport agency or center. Learn more at: <https://travel.state.gov/content/travel/en/passports/get-fast.html>

OK

Page Break

### **Figure 3: Privacy Act, Notices, and Disclaimers**

In order to continue, the applicant must certify that they have read the notices and disclaimers.

## Application for Online Renewal of an Existing US Passport

Prior to providing any personal information to request a passport product or service, you will need to review the following:

### Privacy Act Statement

**AUTHORITIES:** Collection of this information is authorized by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E;

**PURPOSE:** We are requesting this information in order to determine your eligibility to be issued a U.S. passport. Your Social Security number is requested in order to verify your identity.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency.

**DISCLOSURE:** Providing your Social Security number and the other information on this form is voluntary, but failure to provide the information on this form may, given the form's purpose of verification of identity and entitlement to a U.S. passport, result in processing delays or denial of the passport application. Failure to provide your Social Security number may also subject you to a penalty enforced by the Internal Revenue Service, as described in the Federal Tax Law section of the instructions to this form. Your Social Security number will be provided to the Department of the Treasury and may be used 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 is otherwise voluntary.

### Paperwork Reduction Act 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 documentation data, providing the information and/or documentation required, and reviewing the final collection. You do not have to

I have read the Privacy Act Statement, Paperwork Reduction Act Statement, the Computer Fraud and Abuse Act Statement, and each of the Notices and Disclaimers. \*



Back

Next



The applicant must click “Yes” to having read the disclaimers to proceed to Figure 4: The “Next” button will remain **deactivated** unless the applicant places a checkmark next to the “I have read...” statements and has scrolled to the end of the notices and disclaimers.

## Figure 4: Passport Book and/or Passport Card Information

The application is broken down into six simple steps. The step they are on is clearly marked at the top of the page. The applicant may start and stop at any point during the application process and the system will save the progress.

Online Passport Renewal - MyTravelGov  
 U.S. Department of State | Bureau of Consular Affairs  
 OMB NO. 1425-0070  
 EXPIRES: 12/31/2016

< Save & Go to Home


ELIGIBILITY TRAVEL PLANS PRODUCT SELECTION PERSONAL INFO PHOTO UPLOAD REVIEW

### Passport Book and/or Passport Card Information

Please provide the requested information from your most recent passport products.

#### Passport Book

Provide the following details from your passport book. For your name, please provide as printed.



**Surname (Last Family Name) \***

**Given Names (First Name, Middle Name)**

**Passport Book Number \***

**Date of Birth (mm/dd/yyyy) \***


**Issue Date (mm/dd/yyyy) \***

**Expiration Date (mm/dd/yyyy) \***

#### Passport Card

Provide the following details from your passport card. For your name, please provide as printed.

Check if same as passport book



**Surname (Last Family Name) \***

**Given Names (First Name, Middle Name)**

**Passport Card Number \***

**Date of Birth (mm/dd/yyyy) \***

**Issue Date (mm/dd/yyyy) \***

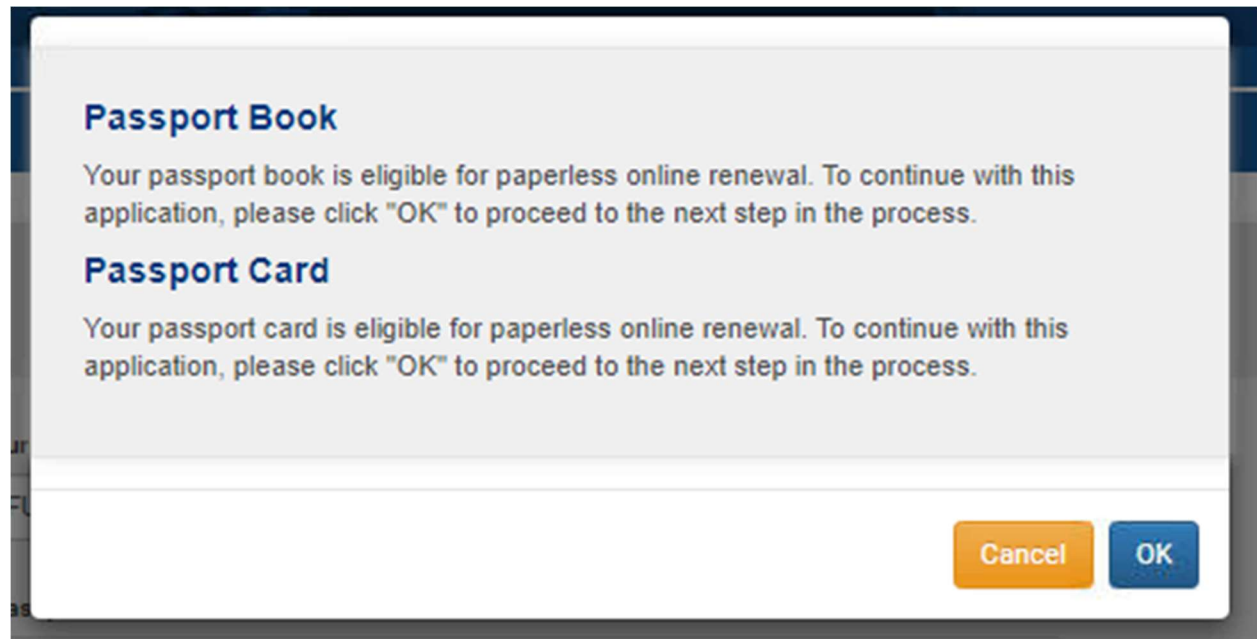
**Expiration Date (mm/dd/yyyy) \***

< Back Next >

Privacy - Copyright and Disclaimer - FOIA - No FEAR Act Data - Office of the Inspector General - USA.gov - GobiernoUSA  
 This site is managed by the U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained thereon.

The applicant next enters information from their existing product. *Surname (Last Name, Family Name)* and *Passport Book Number* fields are prepopulated with the data from the product that was determined to be eligible for Online Passport Renewal (OPR). The remaining fields must be entered as they appear in the existing product(s).

Once the applicant completes the required information the system will confirm their eligibility to apply. If they are eligible, they will see the following:



If they are not eligible, they will see the following:

The information you provided indicated that your passport product(s) are not eligible for the paperless online renewal due to one of the following reasons:

- We are unable to find a passport card matching the Surname, Date of Birth and passport book and/or card number entered.
- Your passport book and/or card is more than 15 years old.
- The expiration date of your passport book and/or card is longer than 12 months.
- Your passport book and/or card has a Known As name, US National, and/or extra-long Full Legal Name endorsement. We are unable to provide the paperless online renewal for applicants with these endorsements.
- Your passport book and/or card does not have a validity of 10 years (calculated from the Issuance Date to Expiration Date).

If you believe you have received this message in error, please click "Cancel", verify the information entered and click "Next" to try again. Otherwise, you can select one of the options below to renew by mail or in person.

You can fill out your renewal form online, print it, and mail it. Go to [DS-82 FORM FILLER](#)

You can also print your form, fill it out by hand, and mail it. Go to <http://eforms.state.gov/Forms/>

If you have urgent international travel in the next 14 days or need a foreign visa in 28 days, you should renew in person at a passport agency or center. Learn more at: <https://travel.state.gov/content/travel/en/passports/get-fast.html>.

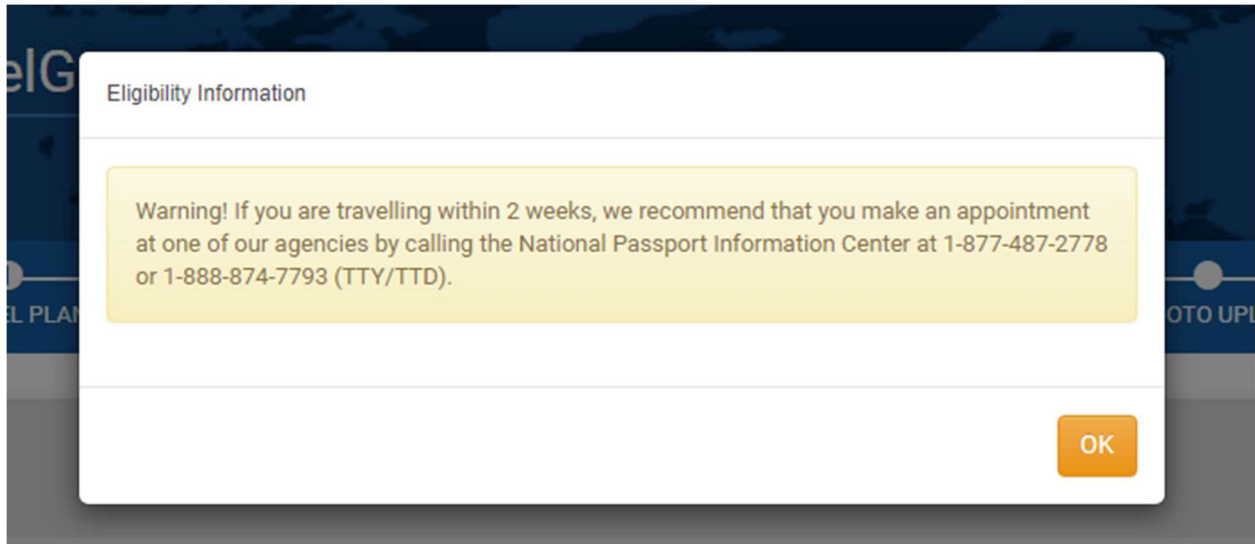
Cancel

OK

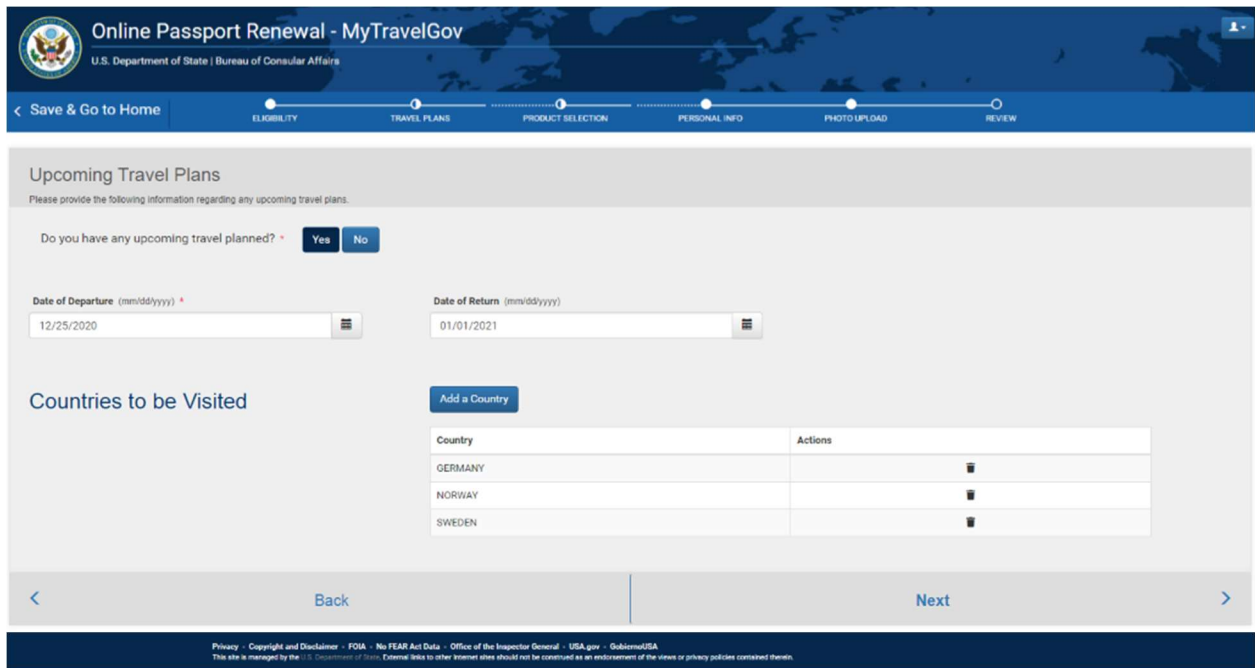
Page Break

## Figure 5: Travel Plans

**\*NOTE:** If the applicant selects a travel date in less than two weeks, a message will be displayed prompting them to call the National Passport Information Center.



Countries can be chosen from the *Travel Country* dropdown; the applicant clicks ‘Add a Country’ to access the dropdown menu and “Save” to add them to the list below. The applicant can click the “Remove Country” icon to delete it from the list.



**Figure 6: Product Selection**

The next steps are choosing products (book and/or card), processing method (routine or expedited), and delivery method (standard or express).



The screenshot shows the 'Personal Information' section of the 'Online Passport Renewal - MyTravelGov' form. The form is titled 'Personal Information' and includes a navigation bar with steps: ELIGIBILITY, TRAVEL PLANS, PRODUCT SELECTION, PERSONAL INFO, PHOTO UPLOAD, and REVIEW. The 'Identity Information' section contains fields for First Name (THOMAS), Middle Name (GEORGE), Last Name (FUNKE), Country of Birth (UNITED STATES), State/Territory of Birth (ALABAMA), Social Security Number (88888887), No First Name, No Middle Name, Suffix, City of Birth (TUSCALOOSA), Date of Birth (03/29/1943), and Sex (MALE). The 'Other Names' section includes an 'Add Name' button and a table with columns for Other Last Name, Other Suffix, Other First Name, Other Middle Name, and Actions. A checkbox is checked, certifying that the applicant has never used or been legally given a name not listed on this application. The 'Personal Attributes and Occupation' section includes fields for Height (5'10"), Eye Color (BLUE), Hair Color (BALD), Occupation (RETIRED), and Employer or School. Navigation buttons for 'Back' and 'Next' are at the bottom.

The applicant will need to document other names they have used and certify that they have done so. This is to improve the accuracy of data checks for fraud detection. The applicant will not be able to click “Next” until they have certified the “Other Names” field.

The applicant can click ‘Add Name’ under Other Names to enter names and save with ‘Save’; ‘Cancel’ clears out any information that has been entered. The applicant can click ‘Delete’ to remove it from the list.

The *State/Territory of Birth* field becomes a mandatory field when an applicable *Country of Birth* is selected (i.e., United States).

Page Break

## Figure 8: Address and Contact Information

OPR will not allow a Post Office Box to be entered into the Permanent Address field. Additionally, for the initial release only, U.S. and Canada mailing addresses will be accepted.

Online Passport Renewal - MyTravelGov
U.S. Department of State | Bureau of Consular Affairs

< Save & Go to Home
ELIGIBILITY
TRAVEL PLANS
PRODUCT SELECTION
PERSONAL INFO
PHOTO UPLOAD
REVIEW

### Address and Contact Information

#### Address Information

To ensure quick delivery, we will check your mailing address against USPS records. You will have the choice of accepting the USPS address or keeping your address as entered.

#### Mailing Address

Street Address, RFD#, P.O.Box#, URB \*

Apartment, Company, Suite, Unit, Building, Floor, if applicable

Country \*

City \*

State/Territory/Province \*

Zip Code \*

In Care Of or Attention To if Applicable

#### Permanent Address

Check if same as mailing address

Street Address, RFD#, URB (no P.O.Box) \*

Apartment, Suite, Unit, Building, Floor, if applicable

Country \*

City \*

State/Province \*

Zip Code \*

### Contact Information

Please provide email and phone information.

#### Primary Contact Email

Email Address

#### Primary Contact Phone

Country Code \*

Phone Number \*

Extension

Type \*

#### Additional Email Addresses

[Add Email](#)

Email Address	Actions
No additional email addresses added	

#### Additional Contact Phone

[Add Phone](#)

Country Code	Phone Number	Extension	Type	Actions
No additional phone numbers added				

< Back
Next >

Privacy · Copyright and Disclaimer · FOIA · No FEAR Act Data · Office of the Inspector General · USA.gov · GobiernoUSA

This site is managed by the U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.

The applicant may also indicate that their permanent address is the same as their mailing address. If the permanent address and mailing address is the same, the system will auto populate the information from the mailing address to the permanent address.

**\*Important:** The applicant’s email address will be locked and will reflect the email address used to create the account at the beginning of the process. The applicant is required to enter a primary phone number, the type of phone number (cell, home, or work – accessed by a dropdown menu), and the country code (United States by default). The applicant may optionally enter additional email address and contact phone numbers before proceeding.

Page Break **Figure 8b: Address Verification via USPS**

OPR will verify the address entered with USPS. Depending on the results, the applicant will see one of the following screens:

If USPS Address Validation fails, the applicant will be prompted to return to the previous screen to edit their address or may continue with the address as they entered it.

USPS Address Validation Results

We have not found a match for your mailing address. Please choose an option.

**The mailing address you entered:**

123 FAKE ST  
PORTSMOUTH, NEW HAMPSHIRE 03801  
UNITED STATES

Keep My Address  
 Edit My Address

OK

If USPS Address Verification finds a match, the applicant will be prompted to use the USPS formatted address, may keep their address as they entered it, or may return to the previous screen to make edits.

## USPS Address Validation Results

We found a matching address via the US Postal Service. Please review the address below and if acceptable, select 'Use the USPS validated address' radio button to use it as your mailing address. This will ensure prompt, efficient delivery of your passport documents. If you choose not to use the validated address, select one of the other two radio buttons to either edit your mailing address and try again or accept the address you originally entered.

### The mailing address you entered:

207 INTERNATIONAL DR  
PORTSMOUTH, NEW HAMPSHIRE 03801  
UNITED STATES

### The USPS validated address:

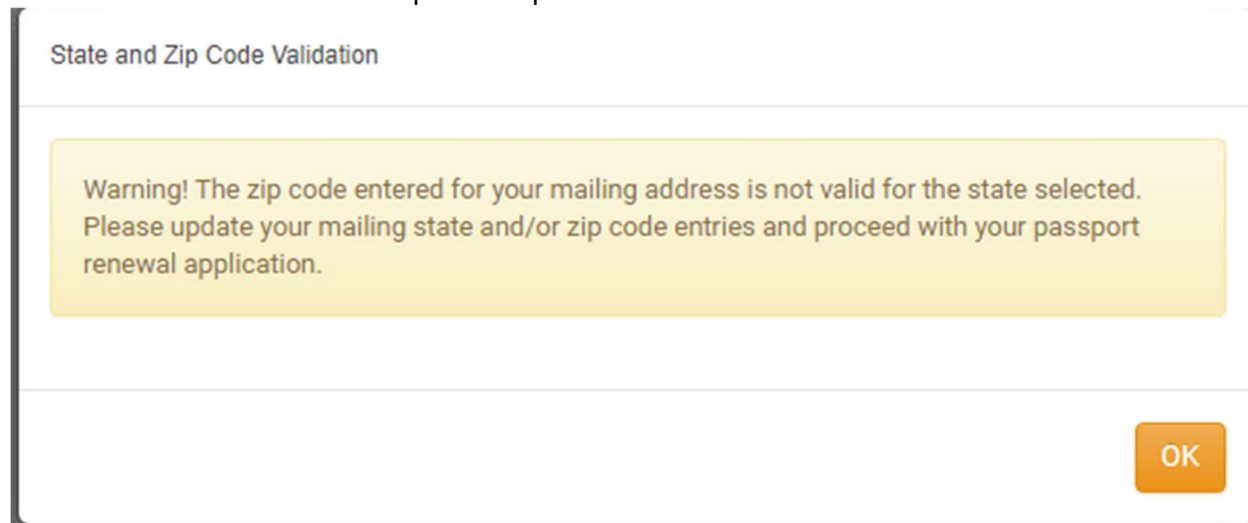
207 INTERNATIONAL DR  
PORTSMOUTH, NH 03801-6827  
USA

- Use the USPS Validated Address
- Keep My Address
- Edit My Address

OK

The *ZIP Code* field is restricted to numerals (0-9) for when United States is selected as *Country* for Mailing Address however when Canada is chosen the field allows Alphanumeric (A-Z, 0-9) characters to be entered.

If the applicant chooses to use the address they entered, regardless of the USPS return, the system will still confirm that the Zip Code is valid for the entered state. The applicant will not be able to advance to the next step if the zip code is not valid for the selected state.



The image shows a dialog box titled "State and Zip Code Validation". Inside the dialog, there is a yellow warning box with the text: "Warning! The zip code entered for your mailing address is not valid for the state selected. Please update your mailing state and/or zip code entries and proceed with your passport renewal application." In the bottom right corner of the dialog, there is an orange button labeled "OK".

### Figure 9: Emergency Contact

The applicant is required to provide an emergency contact and must provide their name (first and last), relationship, complete address details, and phone number.

The *Country Phone Code* field defaults to "01-UNITED STATES". Fields with an asterisk are mandatory and will receive a "Required" message if the applicant attempts to skip them.

**Online Passport Renewal - MyTravelGov**  
U.S. Department of State | Bureau of Consular Affairs

< Save & Go to Home

ELIGIBILITY TRAVEL PLANS PRODUCT SELECTION PERSONAL INFO PHOTO UPLOAD REVIEW

### Emergency Contact Information

Please provide the name, address and phone number of a person usually not traveling with you to be contacted in the event of an emergency.

**Name**

First Name \* PETER Middle Name

Last Name \* VENKMAN Suffix

Relationship \* FRIEND

---

**Address**

Street Address, RFD#, P.O.Box#, URB \* 14 NORTH MOORE ST Apartment, Company, Suite, Unit, Building, Floor, if applicable

Country \* UNITED STATES City \* NEW YORK

State/Territory \* NEW YORK Zip Code \* 10013

---

**Phone**

Country Code \* 1-UNITED STATES Phone Number \* 888888889

Extension

< Back Next >

Privacy - Copyright and Disclaimer - FOIA - No FEAR Act Data - Office of the Inspector General - USA.gov - GobiernoUSA  
This site is managed by the U.S. Department of State. External links to other internet sites should not be construed as an endorsement of the views or privacy policies contained therein.

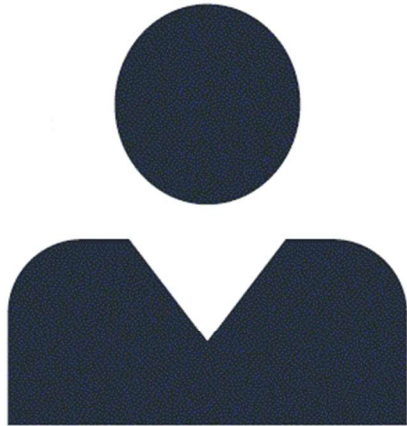
## Figure 10: Photo Upload

There are two methods the applicant can use to upload their digital image file -- by directly uploading the photograph or by using CA's CEAC Photo Upload Tool, which crops, centers, and sizes the image. The applicant may choose to directly upload their photo rather than using CA's CEAC Photo Upload Tool because CA's tool is Flash-based and will not work on mobile devices (iOS products).



The applicant will upload a photo, the system will check the quality, and then the applicant is asked to confirm the photo chosen – in case they want to change it.

## Choose a Photo to Begin



 **Choose  
Photo**

[Photo Requirements](#)

### Basic Examples



 **Size  
and Position**

 **Pose  
and  
Expression**

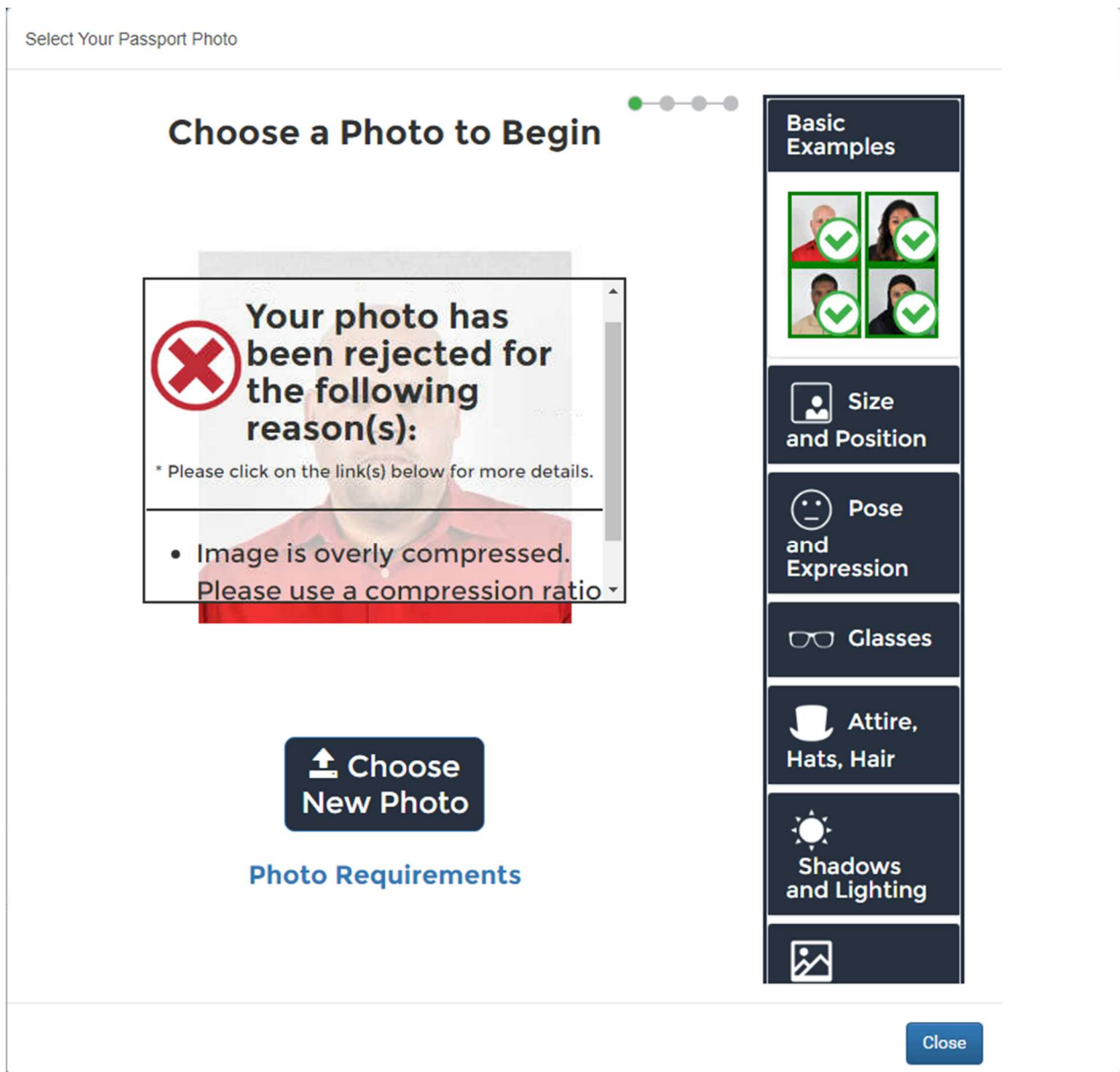
 **Glasses**

 **Attire,  
Hats, Hair**

 **Shadows  
and Lighting**



Close



The current Quality Over The Web (QOTW) tool is going to be replaced with an improved QOTW product called FACE-VACS. This product claims a 99% accuracy rate in its ability to detect glasses.

### Figure 11: Final Review

The applicant is given a review screen and allowed to make changes before providing their e-signature and payment. This covers all the information the applicant has entered into the application up to this point.



### Final Review

#### Product Eligibility

[Edit](#)

##### Passport Book

Surname

FUNKE

Given Names

THOMAS GEORGE

Passport Book Number

88888887

Date of Birth

03/29/1943

Issue Date

07/01/2011

Expiration Date

06/30/2021

##### Passport Card

Surname

FUNKE

Given Names

THOMAS GEORGE

Passport Card Number

C8888887

Date of Birth

03/29/1943

Issue Date

07/01/2011

Expiration Date

06/30/2021

#### Upcoming Travel Plans

[Edit](#)

##### Travel Dates

Do you have any upcoming travel planned?

Date of Departure

12/25/2020

Date of Return

01/01/2021

##### Countries to be Visited

Country

GERMANY

NORWAY

SWEDEN

#### Product Selection

[Edit](#)

##### Passport Book

Passport Book \$110.00

Regular (28 page) Book

Large (52 page) Book (for frequent international travel)

### Passport Card

Passport Card \$30.00

### Processing Method

Routine (4 - 8 weeks) No Additional Cost

### Book Delivery Method

Standard (3 - 5 business days) No Additional Cost

### Card Delivery Method

Standard (3 - 5 business days) No Additional Cost

## Personal Information

[Edit](#)

### Identity Information

First Name

THOMAS

Middle Name

GEORGE

Last Name

FUNKE

Suffix

Country of Birth

UNITED STATES

City of Birth

TUSCALOOSA

State/Territory of Birth

ALABAMA

Date of Birth

03/29/1943

Social Security Number

88888887

Sex

MALE

### Other Names

I certify that I have never used, or been legally given, a name not listed on this application.

Other Last Name

Other Suffix

Other First Name

Other Middle Name

No other names added

### Personal Attributes and Occupation

Height

5'10"

Hair Color

BALD

Eye Color

BLUE

Occupation

RETIRED

Employer or School

## Address and Contact Information

[Edit](#)

### Mailing Address

Street Address, RFD#, P.O.Box#, URB

207 INTERNATIONAL DR

Apartment, Company, Suite, Unit, Building, Floor, if applicable

Country

UNITED STATES

City

PORTSMOUTH

State/Territory/Province

NEW HAMPSHIRE

Zip Code

03801-6827

In Care Of or Attention To if Applicable

Permanent Address

Check if same as mailing address

Street Address, RFD#, URB (no P.O.Box)

207 INTERNATIONAL DR

Apartment, Suite, Unit, Building, Floor, if applicable

Country

UNITED STATES

City

PORTSMOUTH

State/Province

NEW HAMPSHIRE

Zip Code

03801-6827

Primary Contact Email

Email Address

DS82APPLICANT+IVV51@GMAIL.COM

Primary Contact Phone

Country Code

1-UNITED STATES

Phone Number

8888888887

Extension

Type

CELL

Additional Email Addresses

Email Address

No additional email addresses added

Additional Phone Numbers

Country Code	Phone Number	Extension	Type
No additional phone numbers added			

Emergency Contact Information

[Edit](#)

Name

First Name

PETER

Middle Name

Last Name

VENKMAN

Suffix

Relationship

FRIEND

Address

Street Address, RFD#, P.O.Box#, URB

14 NORTH MOORE ST

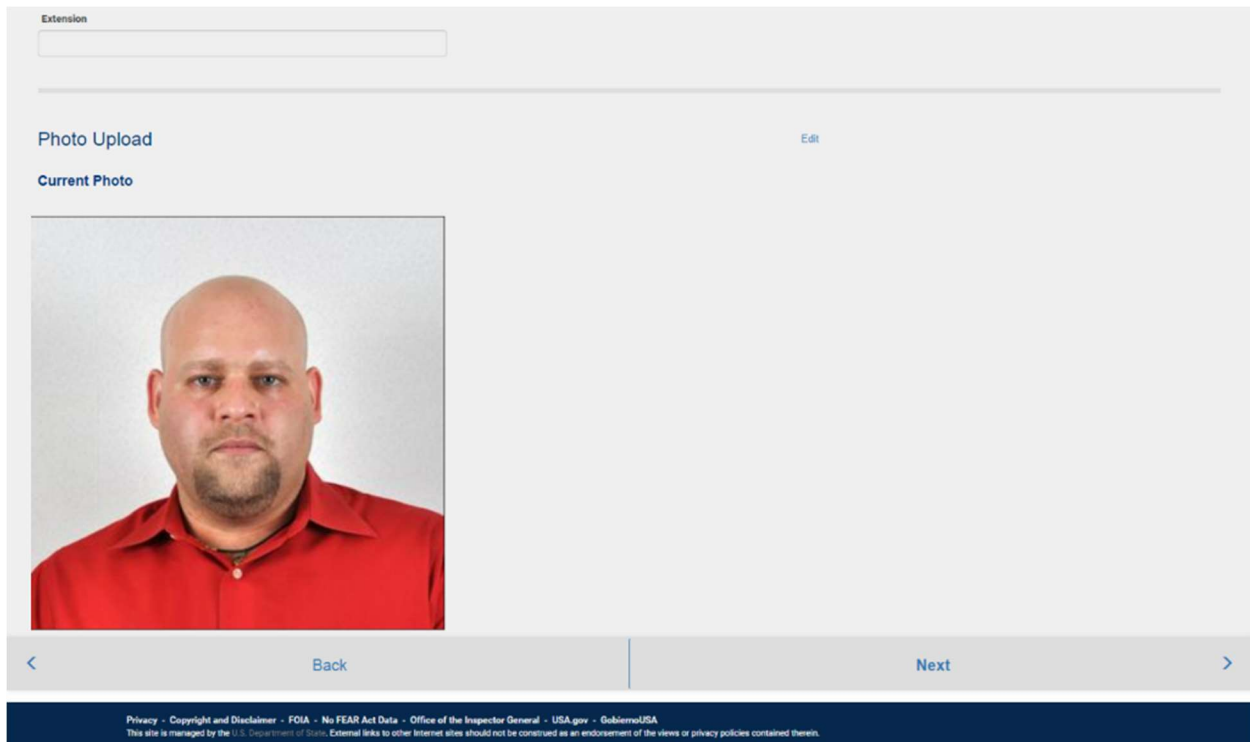
Apartment, Company, Suite, Unit, Building, Floor, if applicable

Country

UNITED STATES

City

NEW YORK



### **Figure 12: eSignature, Submit and Pay**

The applicant must enable the *'I certify the above declarations are true'* checkbox and provide their *'Current US Passport Book/Card ICN (Inventory Control Number) Number'* prior to clicking the *'Sign and Submit Application'* button. Verifying the ICN is an added check to confirm the applicant has their passport product physically in their possession.

The applicant can view the "Privacy Act Statement" and "Notices, Disclaimers, and Warning" by opening the links in this section (see *Figure 15*).

Online Passport Renewal - MyTravelGov
U.S. Department of State | Bureau of Consular Affairs

---

### Sign, Submit and Pay

Read the following information carefully before signing the application:

By clicking the "Sign & Pay" button 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 (see 28 U.S.C. Section 1746) [↗](#)

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](#) [↗](#)

I declare under penalty of perjury all of the following:

- 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 Warning](#) text associated with this application (unless explanatory statement is attached).
- The statements made on the application are true and correct.
- I have not knowingly and willfully made false statements or included false documents in support of this application.
- The photograph submitted with this application is a genuine, current, photograph of me.
- I am submitting this application to renew my U.S. passport book/card from my own account on my own behalf.
- I have read and understood the warning in the [Notices, Disclaimers, and Warning](#) text associated with this application.
- Note: If you need to submit supporting documentation or an explanatory statement, you must instead [request your U.S. Passport Book and/or Card via mail](#).

I certify the above declarations are true. \*

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

**Applicant's Full Name**

**Applicant's Social Security Number**

**Current US Passport Book ICN Number \*** Note: Your U.S. Passport Book Inventory Control Number (ICN) is located on the inside back cover of the book below the barcode. [Locate Details](#) [↗](#)

**Current US Passport Card ICN Number \*** Note: Your U.S. Passport Card Inventory Control Number (ICN) is located on the back side of the card. [Locate Details](#) [↗](#)

Your fee is \$140.00

Please have your payment information ready before you click the "Sign and Pay" button.

When you click the "Sign and Pay" button, you will be redirected to the Pay.gov collection pages to make payment and your application will be submitted when your payment is complete.

Payment may be made with a credit/debit card or an ACH account. [Learn More](#)

Please Note: The application fee is a non-refundable processing fee and is retained by the Department of State whether or not the passport is issued.

<
Back
Sign and Pay
>

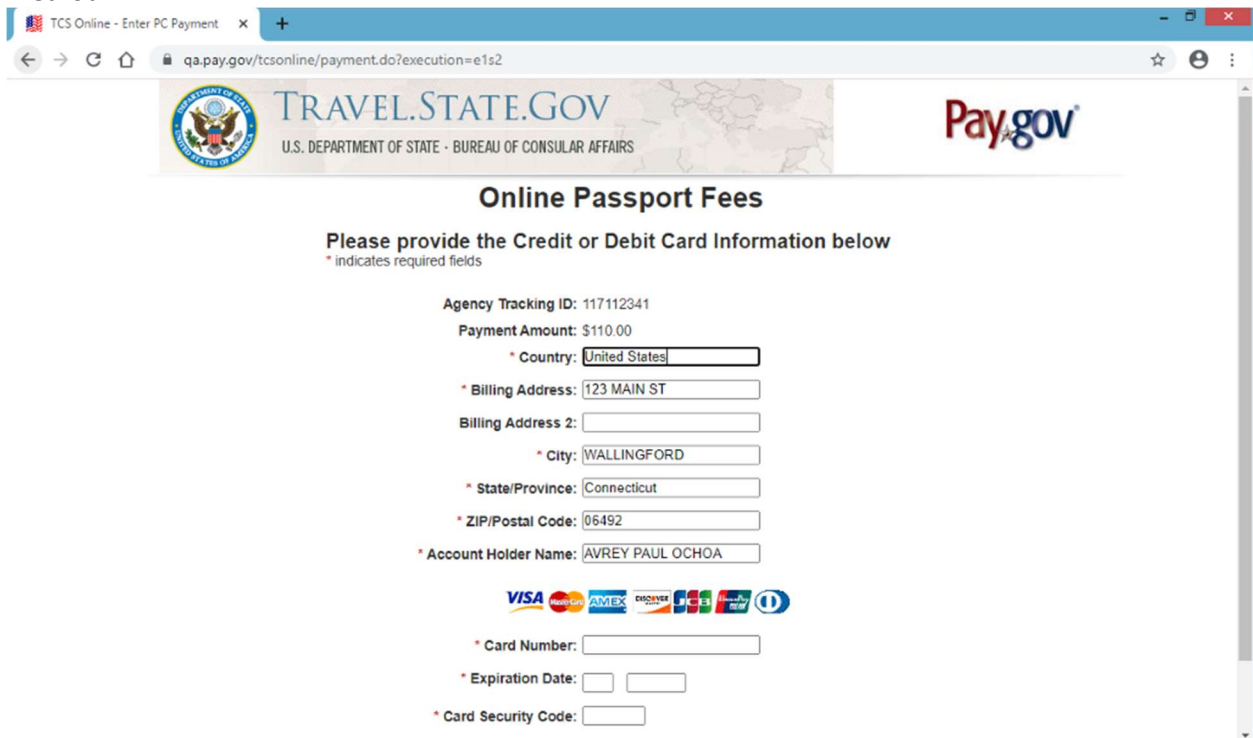
Privacy - Copyright and Disclaimer - FOIA - No FEAR Act Data - Office of the Inspector General - USA.gov - GobiernoUSA  
This site is managed by the U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.

**Figure 13: Payment on Pay.Gov**

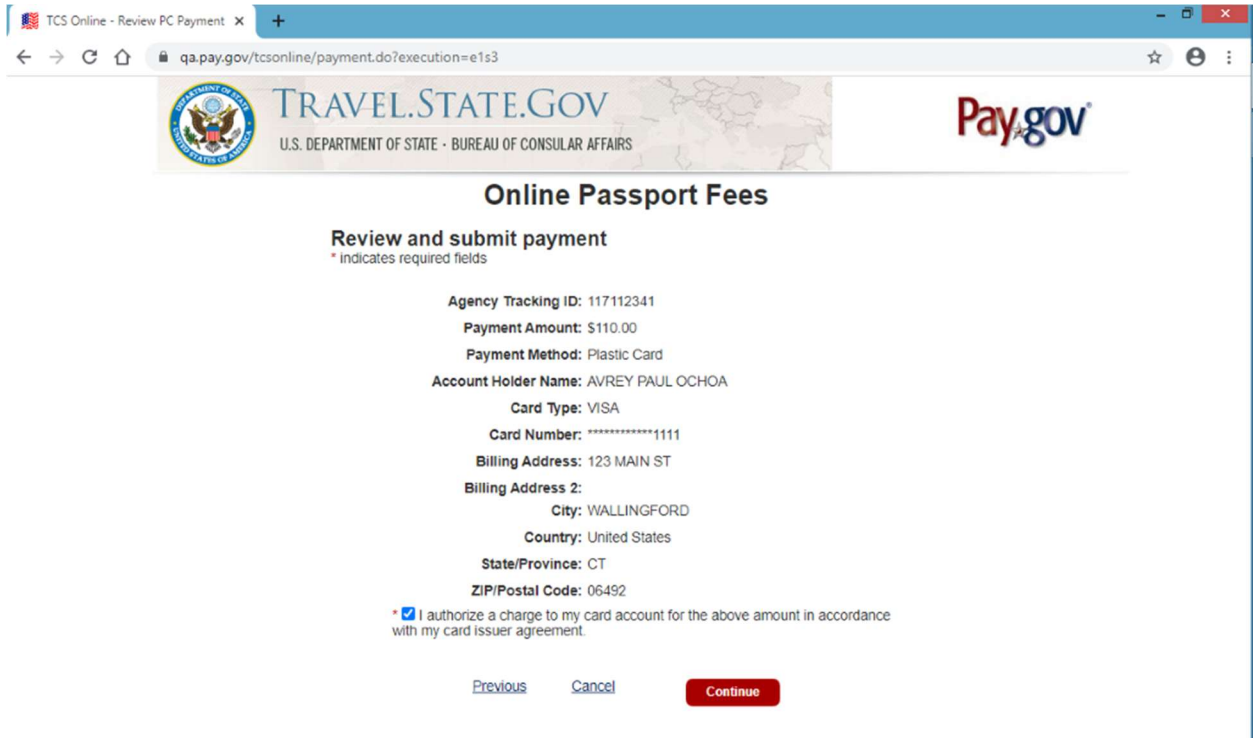
Within the same browser session, the applicant is redirected to pay.gov for payment processing. The applicant has the option to complete payment using either ACH withdrawal from a savings or checking account or pay with a credit or debit card.



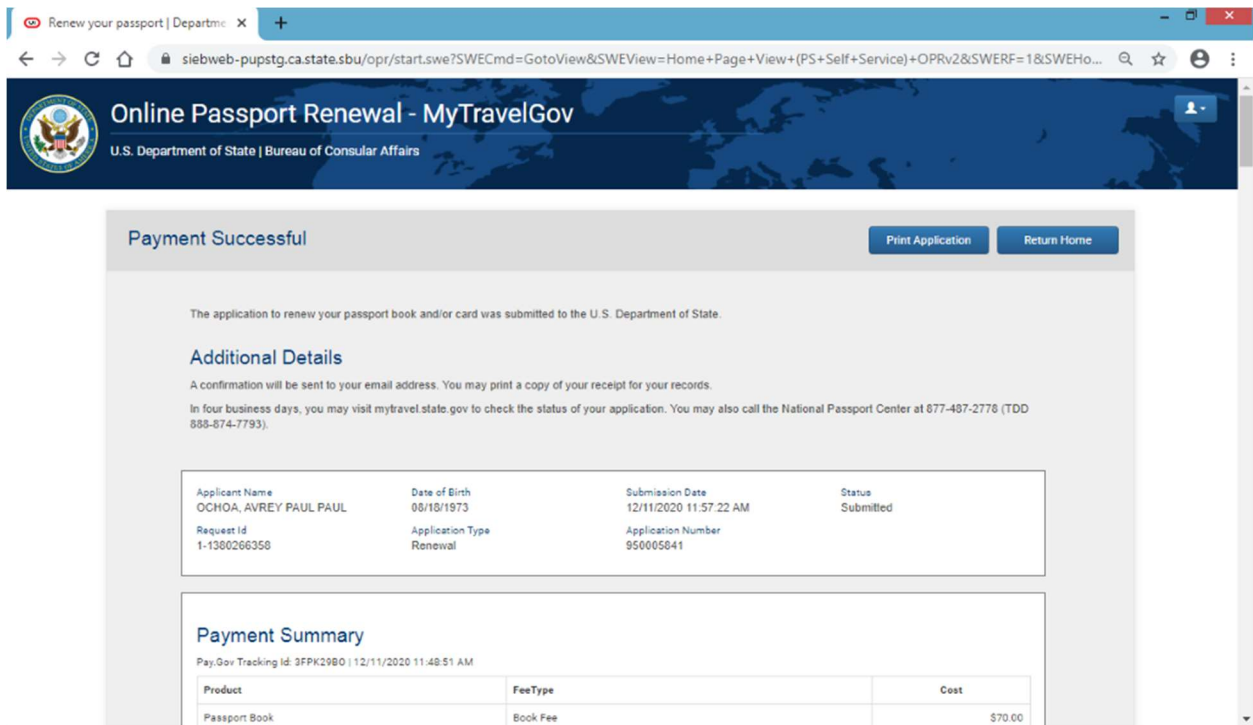
The applicant will be prompted to enter payment details depending on their choice of payment method.



The applicant will be prompted to confirm their information and must select the box to authorize payment before proceeding.



The applicant will be notified of their successful payment and presented with an electronic receipt of the transaction, which will also be sent to their email. At this point the application is submitted. The applicant may print their application for their records or return to their home screen from this page.



**Figure 14: Application Home Screen**

If the applicant returns to their home screen, they will be able to view the applications they have submitted which are associated with their account/email address. They may also resume applications they have started but not yet submitted and view the status of their submitted applications.

The screenshot shows the 'Online Passport Renewal - MyTravelGov' website. The header includes the U.S. Department of State logo and the text 'U.S. Department of State | Bureau of Consular Affairs'. A 'Start New Application' button is visible in the top right. Below the header, there is a search bar and a table of applications.

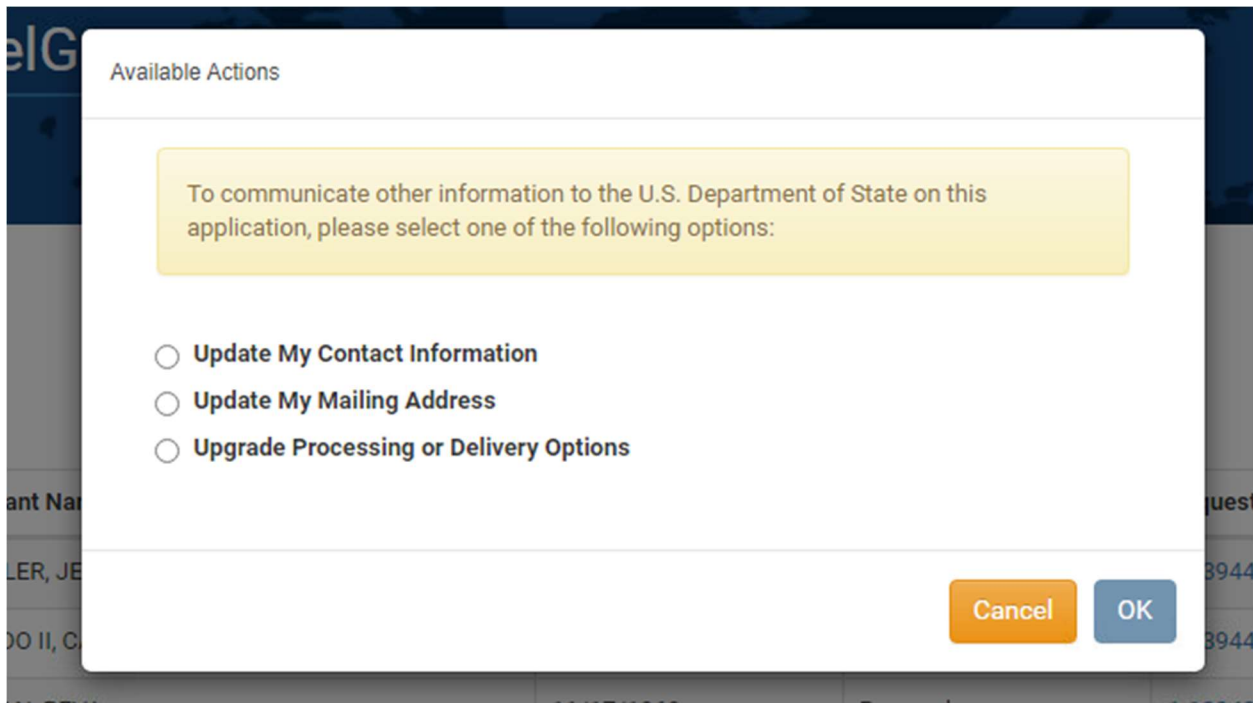
Application Number	Applicant Name	Date of Birth	Application Type	Request Id	Status	Submission Date
950005788	APRIL, HOANG	06/20/1972	Renewal	1-1381455678	In Process	12/10/2020 04:23:04 PM
950005787	SAFFERT, LUKUMAN OLUFEMI OLUFEMI	04/25/1958	Renewal	1-1381427662	In Process	12/10/2020 04:20:23 PM
950005786	CORBETT, KELLY JEAN JEAN	01/12/1993	Renewal	1-1381401663	In Process	12/10/2020 04:17:13 PM
950005785	OCHOA, AVREY PAUL PAUL	08/18/1973	Renewal	1-1381371664	In Process	12/10/2020 04:14:34 PM
950005784	PIEPHO III, MARGARET CLARE CLARE	06/26/1950	Renewal	1-1381353650	In Process	12/10/2020 04:11:30 PM
950005841	OCHOA, AVREY PAUL PAUL	08/18/1973	Renewal	1-1380266358	Received	12/11/2020 11:57:22 AM

The screenshot shows a dialog box titled 'In Progress Application'. It contains the following text:

The selected renewal application has not been submitted. If you would like to resume work on this application, click the "Resume Application" button below, and you will be navigated to the appropriate page to resume work on it. If you would prefer to start a new application, click the "Cancel" button below, and you will be returned to the application Home page where you can click "Start New Application" to start a new one.

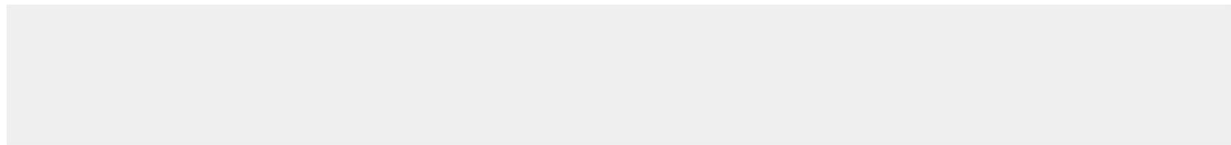
At the bottom of the dialog box, there are two buttons: 'Cancel' (orange) and 'Resume Application' (blue).

The applicant may also use the home screen to electronically update their contact information and/or mailing address on a submitted application and may upgrade their processing or delivery options.



**Figure 15: Notices and Disclaimers Text**

Below are the "Privacy Act Statement" and "Notices, Disclaimers, and Warning" which the applicant certifies having read by signing and submitting the application (as seen in *Figure 12*).



to sign your application yourself, unless otherwise exempt by regulation. Your electronic signature is true and correct to the best of your knowledge and belief. All declarations made in this application

agencies having statutory or other lawful authority to use such information, including law enforcement agencies and otherwise as stated in the [Privacy Act Statement](#) 





# Privacy Policy

Share



This notice provides the Department of State's (the Department) privacy policy regarding the nature, purpose, use, and sharing of any Personally Identifiable Information (PII) collected via this website. Our privacy policy explains our information practices when you provide PII to us, whether collected online or offline, or when you visit us online to browse, obtain information, or conduct a transaction. PII may include: your name, email, mailing and/or home address, phone numbers, or other information that identifies you personally. We do not require you to register or provide personal information to visit our website.

The PII you provide on a Department website will be used only for its intended purpose. We will protect your information consistent with the principles of the [Privacy Act of 1974](#), the [E-Government Act of 2002](#), and the [Federal Records Act](#).

## Personally Identifiable Information

As a general rule, the Department does not collect PII about you when you visit our website, unless you choose to provide such information to us. Submitting PII through our website is voluntary. By doing so, you are giving the Department your permission to use the information for the stated purpose. However, not providing certain information may result in the Department's inability to provide you with the service you desire.

If you choose to provide us with PII on a Department website, through such methods as completing a web form or sending us an email, we will use that information to help us provide you the information or service you have requested or to respond to your message. The information we may receive from you varies based on what you do when visiting our site.

Generally, the information requested by the Department will be used to respond to your inquiry or to provide you with the service you request. When this information is requested, the reasons for collecting it, a description of the Department's intended use of the information, how to grant consent to use mandatorily provided information, and how to grant consent for other than statutorily mandated uses will be fully described in a separate customized "Privacy Notice." This customized Privacy Notice will either appear on the web page collecting the information or be accessible through a hyperlink (link) prominently displayed immediately above or below the information request.

## Email

Many of our programs and websites allow you to send us an email. We will use the information you provide to respond to your inquiry. We will only send you general information via email. You should be reminded that email may not necessarily be secure against interception. Therefore, we suggest that you do not send sensitive personal data (such as your Social Security number) to us via email. If your intended email communication is very sensitive, or includes information such as your bank account, credit card, or Social Security number, you should instead send it by U.S. mail. Another alternative may



(also available at <https://state.gov/privacy-policy/>)

I declare under penalty of perjury all of the following:

- I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship with this application (unless explanatory statement is attached).
- The statements made on the application are true and correct.
- I have not knowingly and willfully made false statements or included false documents in support of this application.
- The photograph submitted with this application is a genuine, current, photograph of me.
- I am submitting this application to renew my U.S. passport book/card from my own account or on behalf of another person.
- I have read and understood the warning in the [Notices, Disclaimers, and Warning](#) text associated with this application.
- Note: If you need to submit supporting documentation or an explanatory statement, you must do so before the application is processed.

I certify the above declarations are true. \*