

## **Script for “Obtaining a Passport” Storyline 360 module**

**Slide 1.1:** Welcome to the Obtaining A Passport eLearning course. In this course, you will learn about how to obtain a U.S. Passport for international travel.

If you are familiar with the course navigation player, click the Start button to begin. If you would like some guidance with navigating the course, click the Navigation button.

When you’re ready, let's get started.

**Slide 1.2:** Please take a moment to review the course player, so you feel comfortable navigating through the course.

Hover over each marker to learn about the features of the player.

If you know your way around, you may proceed to the next slide.

**Slide 1.3:** By the end of this course, you will be able to:

...list the documents needed to complete a passport application, and  
... explain how to prepare for a passport application appointment.

**Slide 1.4:** When do you need a passport?

Passports are required to leave the country by air. As your job may include international travel, it is recommended that you begin the passport application process now. This will help prevent any travel delays in the future.

**Slide 1.5:** What documents will you need to apply for a passport? Click each tab below to learn more about the items.

**Slide 1.5a:** You will need to submit proof of U.S. citizenship with your application. A birth certificate is an example of primary citizenship evidence. If you were born outside the U.S., there are other options available for evidence. You can find these at [travel.state.gov](https://travel.state.gov), which is linked in the Resources tab.

**Slide 1.5b:** To apply for a passport for the first time, you will need to complete a DS-11 form. This form can be completed online or by hand. Visit the link in the Resources tab to download the form.

**Slide 1.5c:** A photo ID is also required to process your application. This could be an expired passport, your state driver’s license, a military ID, a government employee ID, a foreign passport, or a U.S. Permanent Resident card.

**Slide 1.5d:** You must take your own passport photo and include it in your application. The photo must be taken recently and printed as a 2 inch square.

**Slide 1.6:** Passport photos must meet specific guidelines to be approved for use in your new passport.

Click each marker to learn about the photo requirements.

**Slide 1.7:** Let's check your understanding of passport photo requirements.

Select the passport photo that meets all government guidelines.

**Slide 1.8:** You will be required to pay multiple fees at your passport appointment. Click each box to learn more.

**Slide 1.9:** Now that you have all of the required documents, you are ready to make an appointment at an acceptance facility.

Acceptance facilities near you, such as libraries and post offices, can be found at the link in the Resources tab.

**Slide 1.10:** On the day of your appointment, be sure to...

bring all of your required documents...

arrive before your scheduled time...

be prepared to pay the application and execution fees.

Click each box to mark the tasks as completed.

**Slide 1.11:** Processing times for passports may vary.

Currently, the processing time estimate for passport applications is ten to thirteen weeks.

Consider this processing time in your plans when booking international travel.

**Slide 1.12:** It's time to assess your knowledge of obtaining a passport!

When you are ready to begin, click the take the quiz button.

**Slide 1.13:** Decide if the statement below is true or false:

You will be required to pay one fee at your passport appointment.

Choose the best response, then click Submit.

**Slide 1.14:** Which documents do you need to bring to your passport application appointment?

Select all that apply, then click Submit.

**Slide 1.15:** Which document is acceptable for use as evidence of citizenship?

Choose the best response, then click Submit.

**Slide 1.16:** Your passport photo must be which of the following?

Select all that apply, then click Submit.

**Slide 1.17:** Decide if the statement below is true or false:

A photo ID is required to complete your passport application.

Choose the best response, then click Submit.

**Slide 1.18:** [Narration only on layers]

**Slide 1.18a:** Thank you for taking the quiz. Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied with your results and ready to move on, please click on the continue button.

**Slide 1.18b:** Thank you for taking the quiz. Unfortunately, you did not pass. You can review your results by clicking on the review quiz button. When you are ready to try again, please click on the retry quiz button.

**Slide 1.19:** Now that you have completed the course, you should be able to...

list the documents needed to complete a passport application...

and explain how to prepare for a passport application appointment.

**Slide 1.20:** Congratulations! You have completed the “Obtaining a Passport” course.

Click the Complete button to end this course.