

Title of your Video: How to Get Your First Passport


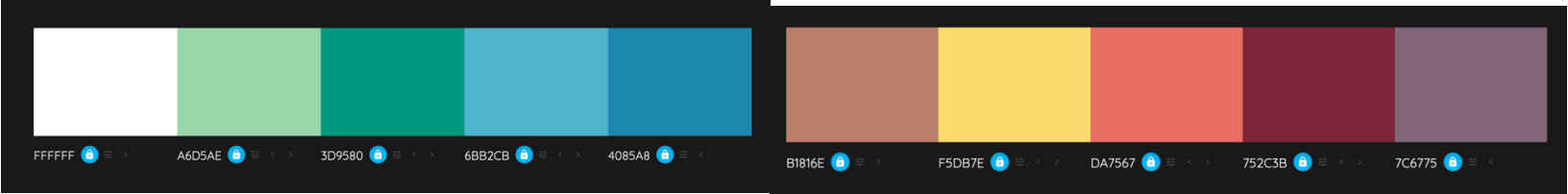
Exporting title:	Passport
Course name:	How to Get Your First Passport
Module number:	1
Learning Objective:	By the end of the video, the audience will know how to apply for their first U.S. passport
Client:	General Public, Adult US Citizens applying for their first passport
Developing tool:	Vyond
Requested length:	5-6 minutes

Script: (Record the script as one audio file.)

- So, you want to travel abroad for the first time but aren't sure how to get your first U.S. passport so that you can? No worries. Layla will walk you through the process.
- I know the passport process can seem confusing and complicated, but in just five steps, you'll be on your way to your way to exploring new parts of the world in no time.
- But before you take off, you've got to get that passport, so you're not left behind.
- Step 1: Complete the Application Form
- First, find a computer to start the application process.
- Type in Travel.State.Gov in your web browser.
- Once there, you'll click on "Get a U.S. Passport" button

- On the next page, scroll down to the section “I Need a Passport” and click “Apply in Person.” Sorry, but first-time passport applicants have to apply in person.
- From this page, you’ll need to either download Form DS-11 or use the website’s “Form Filler,” which is what we suggest.
- With this form, you can apply for
- a passport book, a passport card, or both.
- If you’re applying for the traditional passport, we suggest requesting the larger passport book with 52 pages by checking the '52 page' box at the top of the Form.
- There’s no additional cost, and hey you never know where life might take you.
- Once you’ve completed filling out the form and printed it off, you’re ready to move on to Step 2. Just remember not to sign the application until instructed to do so by the acceptance agent. That comes later in Step 5.
- Step Two: Now it’s time to Gather your supporting documents
- You’ll need one document providing proof of your US Citizenship. Either a U.S. birth certificate, a Consular Report of Birth Abroad or Certification of Birth, or Certificate of Naturalization or Citizenship will work.
- You’ll also need to take some form of ID. Just use your US driver’s license , or if you don’t have one, check out the complete of list of other acceptable forms of ID on travel.state.gov
- You’ll also need to make copies of both your Proof of US Citizenship and your ID to include with your application!
- Step Three: It’s time to take your passport photo.
- You'll need one 2 x 2 inch, high-resolution, current color photo. Since our appearance changes over time. The photo must be taken with the last 6 months.
- Some passport acceptance facilities provide photo services. You can search on travel.state.gov to find the closest location. Also, many chain pharmacy stores offer this service.
- Alternatively, you can take your photo at home. But if you choose this option, make sure to read ALL the Requirements first at Travel.State.Gov to make sure that you submit an acceptable photo. First, you’ll need a friend with a camera. No selfies!

- Next, Use a plain white or off-white background without shadows. Make sure your face can clearly be seen. This means you'll need to take off your glasses and any head coverings. And despite what you may have heard, you are allowed to smile for the picture. So smile.
- Make sure the photo is trimmed to 2 by 2 inches
- and that your picture aligns correctly with the dimensions on the DS-11 Form. Now you can staple the picture to the form.
- Now that your application is ready. It's time for Step Four during which you will calculate your fees.
- Check online again at travel.state.gov to know how much your new passport will cost
- Depending on if you're ordering a Passport Book, Card, or both and on how quickly you need it, the prices will vary. Rates may change over time, so make sure to go to the website for the most up-to-date information.
- You'll need to bring either two checks or money orders since the application fee and the execution fee are paid separately. Make sure they're made payable to the "U.S. Department of State."
- Finally, you're ready for the Final Step—Applying in Person at a Passport Processing Center
- Once again, you'll need to search on the travel.state.gov to find the closest passport processing location:
- Typically, it's a post office, clerk of court, or library. Make sure to confirm its opening hours. Customers who want to apply at a post office must also make an appointment directly on USPS.com.
- Inside, you'll present all your materials. Hopefully, you won't have to wait too long. And that's it.
- You should receive your passport in the mail in 10-12 week unless you paid extra for the 4-6 week expediated service. After 14 days, you can also check on your passport's status online.
- With passport in hand, soon you'll be off on great adventures around the world. Enjoy your travels!

Style Guide	
Logo	
Custom colours	
Fonts	<p>Heading: League Gothic, Size 54. Hex# A6D5AE</p> <p>Subheading: Size 40, Hex# A6D5AE</p> <p>Body: League Gothic, Size 28, Hex# A6D5AE</p>
Additional Notes	<p>Key: Script: Black</p> <p>Text/Charts: Grey</p> <p>Sound Effects: Blue</p> <p>Music: Purple</p> <p>Props: Yellow</p> <p>Scene Templates: Green</p> <p>Characters: Red</p>
Layout	<p>Layout: 70/30, Header, body, templates, and images from Vyond library</p>

1 Title scene: How to Apply for your First U.S. Passport



🔊 **Audio:** Background Music throughout: Upbeat Corporate throughout. Will need to restart with each Step transition

Sound effects: Rocket Swish with Passport entrance; Layla says “Hi”

So, you want to travel abroad for the first time but aren’t sure how to get a passport so that you can? No worries. Layla will walk you through the process.

📌 **Animation:** Title card: How to Get Your First Passport.

Have WorldKind Journeys Logo on every page in bottom corner

Scene Transition: Iris. Circle. Right.

Prop: Passport. Entrance Effect: Circular Reveal

Add Layla waving in lower left corner. Entrance Effect: Slide Upper Right

⚠️ **Notes:** Search Title. Use “Template” with how to solve your problems in one minute.

2 Subtitle scene: In Five Steps!



🔊 **Audio:** Sound effects: Slide transition sound on Xylophone; Layla--Confused sigh; Magic wand with “5 Steps reveal”

I know the passport process can seem confusing and complicated, but in just five steps, you’ll be on your way to your way to exploring new parts of the world in no time.

📌 **Animation:** Title card: 5 Steps to Get a Passport

Scene Transition: Slide Right

Layla scratching head

⚠️ **Notes:** Search Title. Use Template with 10 ways to solve your problem

3 Layla chases plane



🔊 **Audio:** Sound effect: Plane taking off

get that passport, so you’re not left behind.

📌 **Animation:**

Make Lyla chase after the plane

⚠️ **Notes:** Search for “Plane.” Use “Airport Runway” Template.

4 Layla chases plane

🔊 **Audio:** Sound effect: Layla yelling after the plane

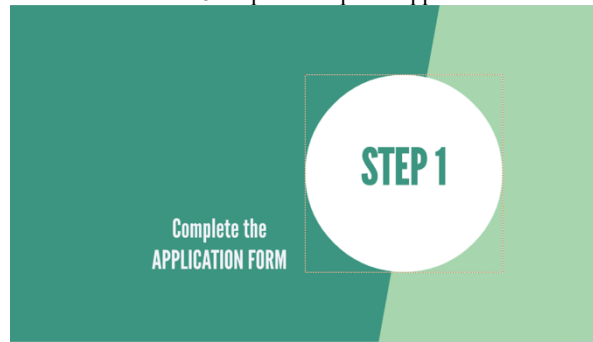
No voiceover

↘ **Animation:**

Layla jump up and down in scene continuation

⚠ **Notes:** Scene continuation after Plane takes off.

5 Step 1: Complete Application Form



🔊 **Audio:** Sound effect: Pop with Circle entrance

Step 1: Complete the Application Form

↘ **Animation:**

Section Title Slide: Step 1: Complete the Application Form

⚠ **Notes:**

Title "Presentation" Template. Use built in Animations

6



🔊 **Audio:** sound effect: Typing




First, find a computer to start the application process.

↘ **Animation:**

Layla sits at a computer and types.

⚠ **Notes:**

Search "Computer." Use "At desk" template.

<p>7</p> 	<p>8</p> 	<p>9</p> 
<p>🔊 Audio: Sound effects: Typing. Mouse Click</p> <p>Type in Travel.State.Gov in your web browser.</p>	<p>🔊 Audio: 6.Sound effect: Mouse Click</p> <p>Once there, you'll click on "Get a U.S. Passport" button</p>	<p>🔊 Audio: 7. Sound effect: Mouse Click</p> <p>On the next page, scroll down to the section "I Need a Passport" and click "Apply in Person." Sorry, but first-time passport applicants have to apply in person.</p>
<p>📄 Animation:</p> <p>Entrance Effect: Typing: Text: Travel.State.Gov</p>	<p>📄 Animation:</p> <p>Camera Movement: Zoom in on that button</p>	<p>📄 Animation:</p> <p>Camera Movement: Zoom in on section</p>
<p>📌 Notes:</p> <p>Search "Computer." Use "At desk" template.</p> <p>Grab the web browser bar from "Computer Screen" Template</p>	<p>📌 Notes:</p> <p>Template: Computer</p> <p>Put website on a computer screen.</p>	<p>📌 Notes:</p> <p>Template: Computer. Continue same template.</p> <p>Put website on a computer screen.</p>

10



🔊 **Audio:** 8 and 9. Sound effect: Mouse Click (twice)

From this page, you'll need to either download Form DS-11 or use the website's "Form Filler," which is what we suggest.

📏 **Animation:**

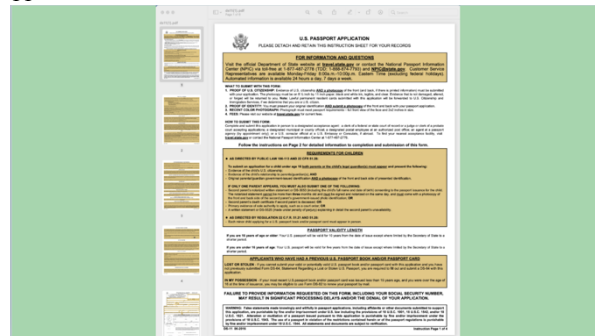
Camera Movement: Zoom in on section

⚠️ **Notes:**

Template: Computer. Continue same template.

Put website on a computer screen.

11



🔊 **Audio:** Sound effect: Swoosh-swoosh in air sound with scene entrance

With this form, you can apply for . . .

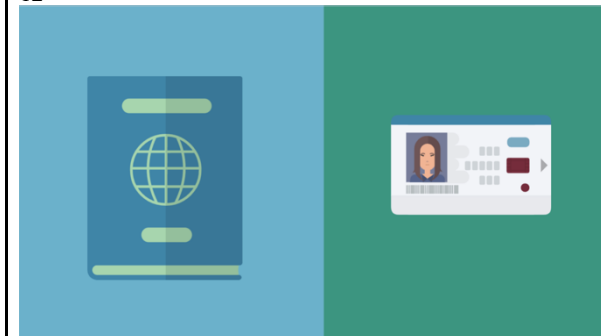
📏 **Animation:**

Props: DS-11 Form

⚠️ **Notes:**

Blank Template. Scene Transition: Iris Circle Center.

12



🔊 **Audio:** : Sound effects: Slide Up with Passport book entrance. Slide Down with Passport card entrance. Ding after "Both"

a passport book, a passport card, or both. If you're applying for the traditional passport,

📏 **Animation:**

Props: Passport and ID card with photo

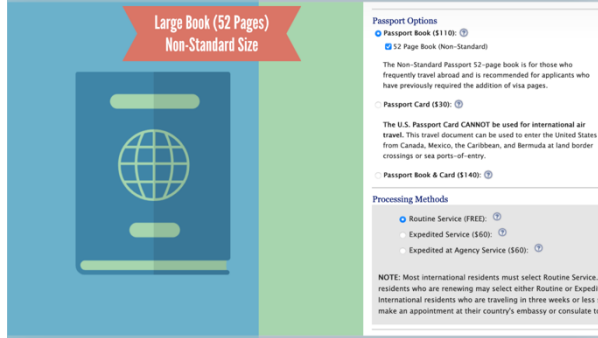
Entrance effects of Objects Sliding Down and Up on their rectangles

Exit effect: Passport Card and Rectangle slide off right

⚠️ **Notes:**

Template Use Comparison "Split Screen x2"

13 Suggestion: Request larger book



🔊 **Audio:** Sound effects: Pop with Text banner; Boomerang swoosh with Screen shot sliding in; Mouse Click after cursor

we suggest requesting the larger passport book with 52 pages by checking the '52 page' box at the top of the Form.

↘ **Animation:** Prop: Passport Motion: Make the Passport and square slide to center and increase in size increase in size

Text: Large Passport (52 Pages) Non-Standard Size. Entrance Effect. Appear

Prop: Screen Shot from Passport Flier Program with 52 Page Check Box. Entrance Effect: Slide Left. Add Arrow that appears to point it out.

⚠ **Notes:**

Blank Template

14 Where you might go . . .



🔊 **Audio:** Sound effects: Popping sounds with each stamp

There's no additional cost, and hey you never know where life might take you.

↘ **Animation:**

Props: Open Book, Passport Stamps, Stamp

Entrance effects of Objects popping in accompanied by popping sound

⚠ **Notes:**

Blank Template

15 Print



🔊 **Audio:** Sound effects: Magic wand with scene entrance; Computer Printing

Once you've completed filling out the form and printed it off, you're ready to move on to Step 2. Just remember not to sign

↘ **Animation:**

Props: Printer, Table, Books

Layla waits by printer

⚠ **Notes:**

Background: Home. Entrance Effect: Motion Graphics with rings

16 Don't sign form yet



🔊 **Audio:** Sound effects: Pen scribbling; X “wrong” sound

the form until application until instructed to do so by the acceptance agent. But that comes later in Step 5.

📄 **Animation:**

Props: DS-11 Form with X over signature

Entrance effects of X

📌 **Notes:**

Template Contract Signing with DS-11 Form

17 Step Two: Gather supporting documents



🔊 **Audio:** Sound effect: Pop with Circle entrance

Step Two: Gather your supporting documents

📄 **Animation:** Section Title Slide: Step 2: Gather Supporting Documents

📌 **Notes:**

Title “Presentation” Template. Use built in Animations

18 Proof of US Citizenship



🔊 **Audio:** Sound effect: Crowd Cheering

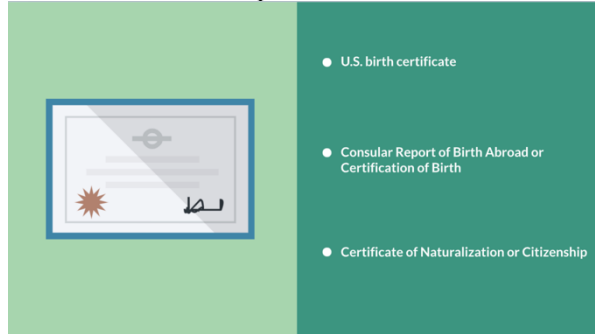
You'll need one document providing proof of your US Citizenship.

📄 **Animation:** Layla giving a thumbs up.

📌 **Notes:**

Template Parade

19 Proof of US Citizenship



🔊 **Audio:** Sound effect: Pop with Certificate

Either a U.S. birth certificate, a Consular Report of Birth Abroad or Certification of Birth, or Certificate of Naturalization or Citizenship will work.

↘ **Animation:**

Prop: Certificate. Entrance Effect: Iris in

List of documents: U.S. birth certificate, a Consular Report of Birth Abroad or Certification of Birth, or Certificate of Naturalization or Citizenship. Entrance Effect: Typed in

⚠ **Notes:** Use Blank Template

20 ID



🔊 **Audio:** Sound effects: Slide up whistle with ID card growing.

You'll also need to take some form of ID. Just use your US driver's license, or if you don't have one, check out the complete list of other acceptable forms of ID on travel.state.gov

↘ **Animation:**

Layla Character. Motion "taking out wallet"

Prop: Identity Card. Entrance Effect: Delayed Instant. Motion: Arc and Grow

⚠ **Notes:** Use Blank Template

21 Copy of Certificate and ID



🔊 **Audio:** Sound effects: Magic wand with scene entrance Photocopier

You'll also need to make copies of both your Proof of US Citizenship and your ID to include with your application!

↘ **Animation:**

Prop: Photocopier

Layla Character added with file in hand

⚠ **Notes:** Use Home Background. Scene entrance: Motion rings graphics

22 Step Three: Take a Photo



🔊 **Audio:** Sound effect: Pop with Circle entrance

Step Three: It's time to take your passport photo.

↘ **Animation:** Section Title Slide: Step 3: Take A Photo

⚠ **Notes:**

Title "Presentation" Template. Use built in Animations

23



🔊 **Audio:** Sound effects: Slide Up with 1st pic; Slide down with 2nd pic; X "wrong" sound. 27. "Right" sound

You'll need one 2 x 2 inch, high-resolution, current color photo.

Since our appearance changes over time. The photo must be taken with the last 6 months.

↘ **Animation:**

Layla in Picture. Entrance Slide Lower Left

Young Layla in Picture. Entrance Effect Slide Upper Right

Prop: Photos, Check Mark. Entrance appear.

Prop: X Mark Appears

⚠ **Notes:** Template Blank

24


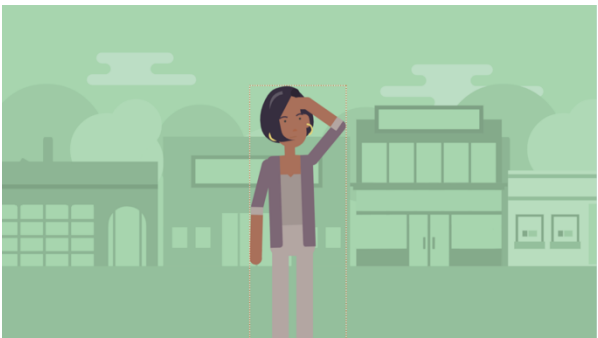
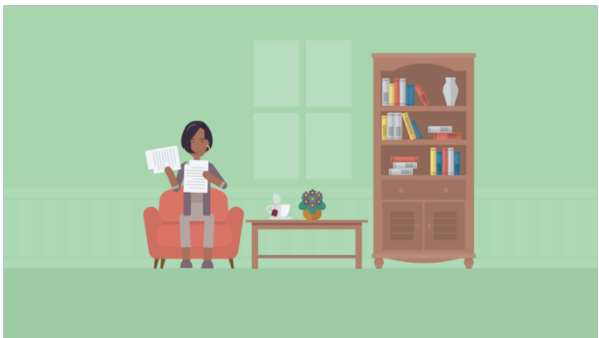


🔊 **Audio:** Some passport acceptance facilities provide photo services.

↘ **Animation:**

Layla: Motion: Walk to center and stop

⚠ **Notes:** Use Background of "Town"

<p>25</p> 	<p>26</p> 	<p>27</p> 
<p>🔊 Audio: Also, many chain pharmacy stores</p>	<p>🔊 Audio: also offer this service.</p>	<p>🔊 Audio: : Sound effects: Magic wand with scene entrance Photocopier</p> <p>Alternatively, you can take your photo at home. But if you choose this option,</p>
<p>📺 Animation: Layla: Look left searching</p>	<p>📺 Animation: Layla: Look right searching</p>	<p>📺 Animation: Layla. Sitting and reading through list of requirements</p>
<p>⚠️ Notes: Use Background of “Town”</p>	<p>⚠️ Notes: Use Background of “Town”</p>	<p>⚠️ Notes: Background: Home</p>

28

🔊 **Audio:**
make sure to read ALL the Requirements first at Travel.State.Gov to make sure that you submit an acceptable photo.

📄 **Animation:**

Props: Try adding screen shot of list of photo requirements.
Entrance: Wipe Down. Exit: Wipe Up

Travel.State.Gov with Entrance effect of being typed across the screen

⚠️ **Notes:** Blank Template

29

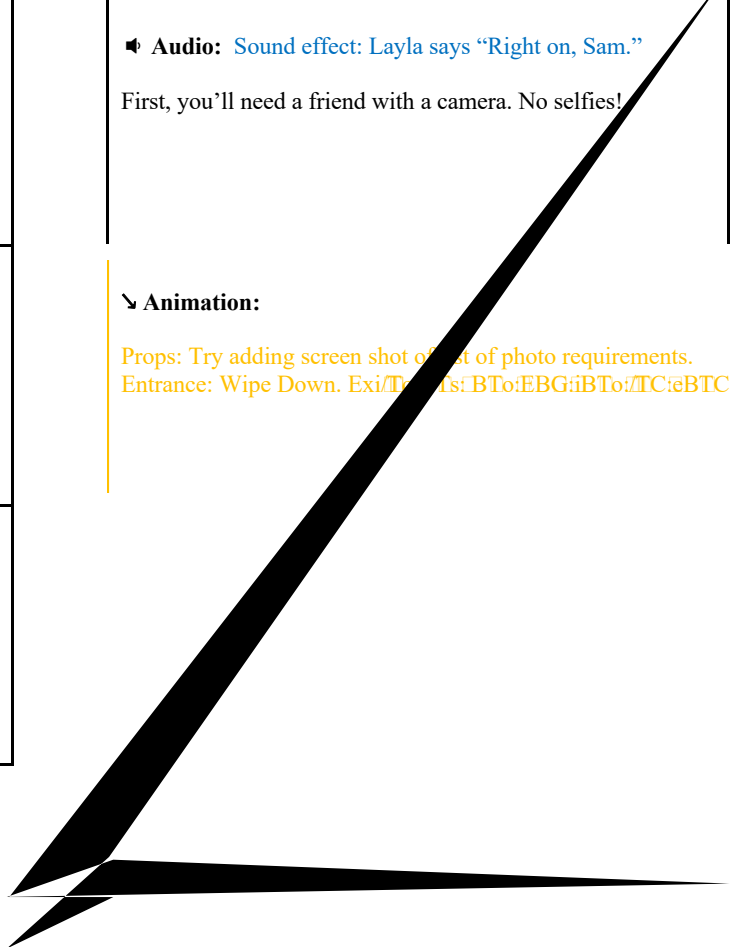
🔊 **Audio:** Sound effect: Layla says "Right on, Sam."

First, you'll need a friend with a camera. No selfies!

📄 **Animation:**

Props: Try adding screen shot of list of photo requirements.
Entrance: Wipe Down. Exit: Wipe Up

Travel.State.Gov with Entrance effect of being typed across the screen



31



🔊 **Audio:** 29. Sound effect: Camera Shutter 03

So smile.

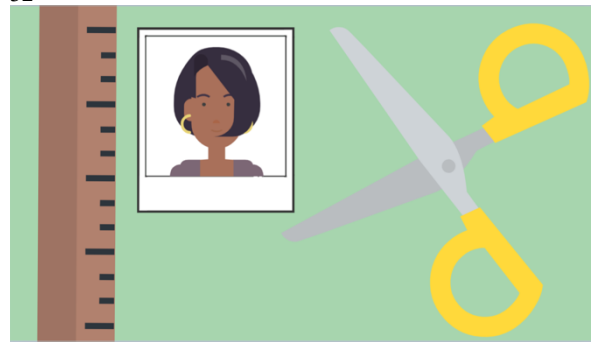
📄 **Animation:**

Layla. Facial Expression. Smile

Props: "Flash Marks" Entrance effect: Pop-Star.

⚠️ **Notes:** Scene continuation.

32



🔊 **Audio:** Sound effects: Magic wand with scene entrance, Slide up with photo, Scissors cutting

Make sure the photo is trimmed to 2 by 2 inches

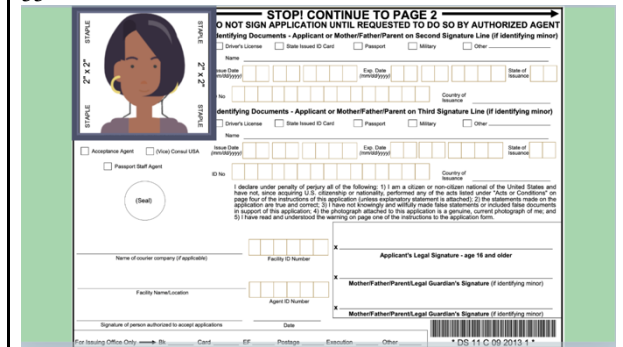
📄 **Animation:**

Layla cropped for photo within photo frame (can reuse same pic from Scene 23). Entrance Slide Up

Props: Ruler Entrance: Slide Down. Scissors that cut Entrance: Slide Up Left.

⚠️ **Notes:** Blank template. Entrance Effect: Motion Graphics Rings

33



🔊 **Audio:** Sound effects: Slide down with photo Stapler sound

and that your picture aligns correctly with the dimensions on the DS-11 Form. Now you can staple the picture to the form. Now that your application is ready...

📄 **Animation:**

Prop: DS-11 Form. Picture Page. Entrance Effect. Slide Up

Layla cropped with Prop Square. Both have Entrance effect of Slide Downward.

⚠️ **Notes:**

Blank Template

34 Step Four: Calculate Fees



🔊 **Audio:** Sound effect: Pop with Circle entrance

It's time for Step Four during which you will calculate your fees.

📄 **Animation:** Section Title Slide: Step 4: Calculate Fees

⚠ **Notes:**

Title "Presentation" Template. Use built in Animations

35



🔊 **Audio:** 32. Sound effect: Typing on keyboard

Check online again at travel.state.gov to know how much your new passport will cost.

📄 **Animation:**

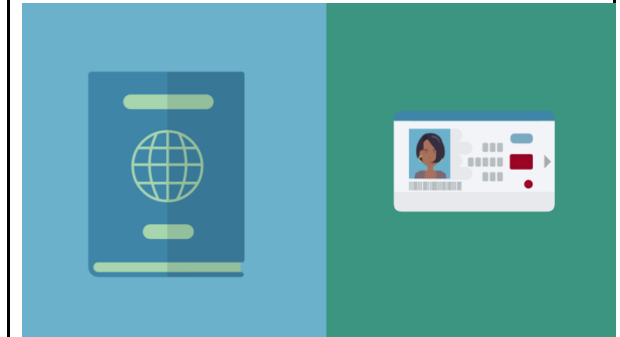
Layla sits at a computer and types.

Travel.State.Gov with Entrance effect of being typed across the screen

⚠ **Notes:**

Copy Scene 6 (i.e., Search "Computer." Use "At desk" template)

36



🔊 **Audio:** Sound effect: Slide up with passport book; slide down with passport card

Depending on if you're ordering a Passport Book, Card, or both

📄 **Animation:**

Props: Passport and ID card with photo of Layla this time.

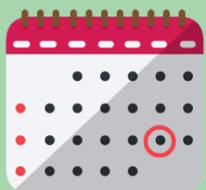
Entrance effects of Objects Sliding Down and Up on their rectangles

Exit effect: Passport Card and Rectangle slide off right

⚠ **Notes:**

Copy Scene 12 (i.e., Template Use Comparison "Split Screen x2")

37



🔊 **Audio:** 33. Sound effect: Clock ticking away
 . . . and on how quickly you need it, the prices will vary.

📄 **Animation:**
 Use built-in animation on the template

⚠️ **Notes:**
 Template: Save the Date

38



🔊 **Audio:**
 Rates may change over time, so make sure to go to the website for the most up-to-date information.

📄 **Animation:**
 Prop: Website Screenshot within computer screen. Camera Motion of zooming in on fees.

⚠️ **Notes:**
 Copy Scene 8 (i.e., Template: Computer) Just update website on a computer screen.

39 Step Five: Calculate Fees



🔊 **Audio:** Sound effect: Magic wand with scene entrance, Pen moving.

You'll need to bring either two checks or money orders since the application fee and the execution fee are paid separately. Make sure they're made payable to the "U.S. Department of State."

📄 **Animation:**
 Prop: Two Checks. Entrance Effects: Slide in Upper Left
 Text: "Application Fee for Passport Book" and "\$110.00"
 Entrance Effect: Type In together.

Text: "Execution Fee" and "\$35.00" Entrance Effect: Type In together.
 Text: "U.S. Department of State" Entrance Effect: Type In

⚠️ **Notes:**
 Can Copy Scene 16 (i.e., Template Contract Signing). Just update it with two checks.

40 Step Five: Apply in Person



🔊 **Audio:** Sound effect: Pop with Circle entrance

Now, you're ready for the Final Step—Applying in Person at a Passport Processing Center

📄 **Animation:** Section Title Slide: Step 5: Applying in Person at a Passport Processing Center

⚠️ **Notes:**

Title "Presentation" Template

41 Search for nearest passport processing locations



Audio: Sound effect: Mouse Click

Once again, you'll need to search on the travel.state.gov to find the closest passport processing location:

📄 **Animation:**

Prop: Website Screenshot. Add Search Bar to top of website. Add Text: "travel.state.gov" with Entrance Effect: Type into search bar. Camera Movement: Zoom in on website

Text: "29501" in Zip Code Box. Entrance Effect: Type

Prop: Arrow. Entrance Effect: Pop. Pointing to the Search button

⚠️ **Notes:** Copy Scene 8 (i.e., Template: Computer) Just update website on a computer screen.

42 Go to passport processing location



🔊 **Audio:** Sound effects: Pop sound with each building entrance. Car driving and Parking

Typically, it's a post office, clerk of court, or library. Make sure to confirm its opening hours. Customers who want to apply at a post office must also make an appointment directly on USPS.com.

📄 **Animation:** Prop: Post office. With sign "United States Postal Service" Entrance Effect: Blur

Prop: Court doors. With sign "Courthouse" Entrance Effect: Blur

Prop: Stock Exchange. With sign "Public Library" Entrance Effect: Blur

Prop: Car that comes with the scene, but mirror direction and Change car to park at post office.

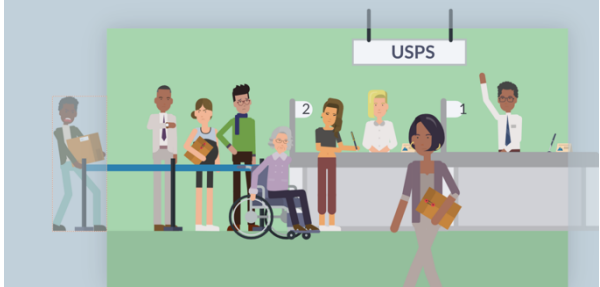
Layla. Entrance Effect: Appear Instantly after Car parks. Walks to the front of Post Office.

Text: "usps.com" web address across top of scene.

⚠️ **Notes:**

Template: Use Clinic/Car template. Remove Clinic and replace with other buildings

43



🔊 **Audio:** Sound effects: Agent says, "Next please". Wheelchair squeaks across

Inside, you'll present all your materials. Hopefully, you won't have to wait too long.

📄 **Animation:**

Add Layla as character with file. Motion: Walk across the front.

Add other characters holding boxes, letters, etc. with impatient expressions as needed.

📌 **Notes:**

Template: Use Bank template. Replace Sign heading with USPS

44



🔊 **Audio:** Sound effects: Magic Wand with scene entrance

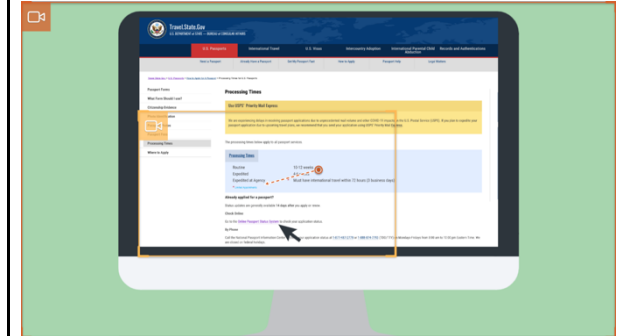
And that's it. You should receive your passport in the mail in 10-12 week unless you paid extra for the 4-6 week expediated service.

📄 **Animation:**

Just use the animation that comes with the template. Add text "Passport Delivery" and "In 10-12 weeks"

📌 **Notes:** Use Template "Subscribe Newsletter" and adapt. Scene Transition: Sparkles Verticle

45



🔊 **Audio:** Sound effect: Mouse Click

After 14 days, you can also check on your passport's status online.

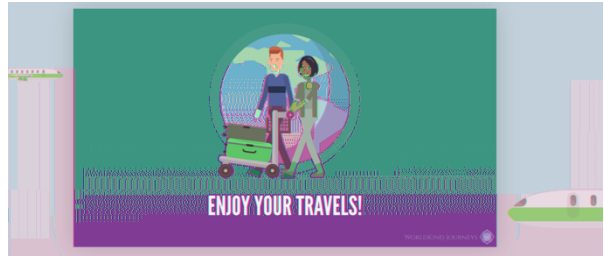
📄 **Animation:**

Prop: Website Screenshot. Camera Motion: Zoom in on section of page with the Online Passport Status System

Prop: Arrow. Entrance Effect: Pop. Pointing to the Online Passport Status System

📌 **Notes:** Copy Scene 8 (i.e., Template: Computer) Just update website on a computer screen.

46



🔊 **Audio:** Sound effects: Two jet flybys

With passport in hand, soon you'll be off on great adventures around the world. Enjoy your trip!

📺 **Animation:**

Enjoy your Travels! Entrance Effect

📌 **Notes:** Use Globetrotter Template and change character.

