

Quick How-To:

How to Fill Out and Sign a PDF Form

Who is this for?

This guide is for learners who need to complete forms like job applications, clinic forms, or school paperwork online — using a PDF.

Step-by-Step Instructions

Step 1: Open the PDF File

- Double-click the file or tap it to open.
- It should open in a PDF viewer like Adobe Reader, Preview (Mac), or your browser.

Step 2: Click into a Box to Type

- Look for blank boxes or lines.
- Click or tap in the space and begin typing your information.

▶ START HERE - Type or print in black ink.

Part I. Information About You (To be completed by the person requesting a medical examination, NOT the civil surgeon)

1. Your Full Name

Family Name (Last Name) Given Name (First Name) Middle Name

2. Physical Address

Street Number and Name Apt. Ste. Flr. Number

City or Town State ZIP Code

(USPS ZIP Code Lookup)

3. Other Information

A. Gender B. Date of Birth (mm/dd/yyyy) C. City/Town/Village of Birth

Male Female

D. Country of Birth E. Alien Registration Number (A-Number) (if any)

 ▶ A-

F. USCIS Online Account Number (if any)

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The image shows a screenshot of a PDF form with several input fields. Green arrows point to the 'Given Name (First Name)' field, the 'Street Number and Name' field, and the 'City or Town' field. The form is titled 'Part I. Information About You' and includes sections for 'Your Full Name', 'Physical Address', and 'Other Information'. The 'Other Information' section includes fields for Gender, Date of Birth, City/Town/Village of Birth, Country of Birth, Alien Registration Number (A-Number), and USCIS Online Account Number.

Step 3: Sign the Form

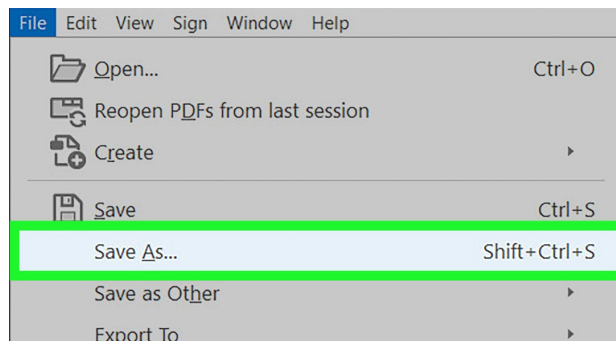
Look for a “Sign” option or pen icon.



- You can draw your name with your mouse/finger, or type it some apps let you upload a picture of your signature.

Step 4: Save Your Completed Form

Click **File > Save As** to save a copy with your info filled in.



Choose a folder like **Documents** so you can find it again later.

You Did It!

Your form is filled, signed, and saved. You're ready to send it or upload it.