



United States Department of State

Washington, DC 20520

Bureau of Consular Affairs
Passport Services
Office of Field Operations
Customer Service Division, H904
2401 E Street, NW
Washington DC 20522-0904

January, 2002

Dear Passport Acceptance Agents:

On behalf of all of us at Passport Services, let me start 2002 by thanking you for your outstanding service to traveling Americans. We remain ever grateful for your high level of commitment and professionalism.

In large measure, due to your thoughtful feedback, we are pleased to present this new 01/01/02 edition of the *Passport Agent's Reference Guide (PARG)*. It is a *complete* revision. To update your existing *PARG*, just remove all the pages of each chapter (while saving the tabs!), and replace the discarded pages with the enclosed, revised pages. The good news is twofold: 1) revisions were made primarily to improve "reader friendliness," and 2) this edition does not contain any regulatory or procedural changes!

However, of special note:

- In anticipation of the eventual re-titling of *all* "DSP" forms, references to "DSP" have been replaced with "DS."
- Included in Chapter 7, "Identity," is a new, universal "Acceptance Agent Observation Checklist."
- The index now indicates where to find information on second valid passports, child support arrearages, and identity theft.

As always, if you have comments or suggestions on how the *PARG* could be further improved, please continue to let us know. This guide is for your use, and that makes your feedback invaluable.

Again, thank you for participating in the Passport Application Acceptance Program. Your office makes it possible for Americans to apply for passports conveniently near where they work and live. Simply put, without you, it couldn't be done!

Sincerely,

A handwritten signature in black ink, appearing to read "Gretchen A. Schuster".

Gretchen A. Schuster
National Customer Service Manager
Office of Field Operations
Passport Services

Let our mutual customers know that they can visit us at travel.state.gov.

Preface

This Guide is for the sole use of authorized Passport Acceptance Agents participating in the Passport Application Acceptance Program

By statute, the Secretary of State has the authority to grant and issue U.S. passports. Within the U.S. Department of State's Bureau of Consular Affairs, Passport Services is the office that designates public sector entities to accept passport applications and perform the acts required to make those applications legal documents.

Your participation in the Passport Application Acceptance Program, helps to fulfill the Mission of Passport Services: ***To serve U.S. citizens intending international travel and to protect the integrity of the U.S. passport as proof of U.S. citizenship at home and abroad.***

This Guide covers the most important and most common situations you will encounter as a Passport Acceptance Agent. The term "Passport Acceptance Agent" or "Acceptance Agent" refers to a person authorized to accept passport applications.

The most important responsibility of a Passport Acceptance Agent is to establish the identity of the person applying.

You do so by:

- screening the citizenship evidence
- verifying the photographs are a good likeness of the customer and
- recording on the application the identification presented

In addition you will:

- review the application to verify that all required information has been provided
- collect and forward the required fees
- ensure that the customer signs the application and takes an oath attesting to the truth of the statements on the application and
- sign your name and affix your office's authorized seal or stamp to the application.

If for any reason, you encounter a situation or a subject that needs clarification, contact the Customer Service Manager (CSM) at your Regional Passport Agency. The direct phone number of your CSM is listed in the Appendix at the back of this Guide. (The CSM's direct telephone number should *not* be shared with customers.) You can count on the ongoing support of your CSM to make your participation in the Passport Acceptance Program successful.

In order for our mutual customers to have accurate expectations, please do not post signs or answer the telephone as "Passport Services." (Customers might get the impression that you are part of the Department of State and not understand why you cannot make passport issuance decisions or do follow-up.)

Encourage customers with passport questions to visit Passport Services electronically at travel.state.gov. There, in addition to passport information, customers will find Country Information Sheets, Travel Warnings and a wealth of other international travel information. You may refer customers, who wish to talk to someone (i.e., about a pending application) to call the National Passport Information Center (NPIC). See Appendix, page C for detailed information.

On behalf of the Bureau of Consular Affairs' Passport Services, and the U.S. Department of State, thank you for your participation in the Passport Application Acceptance Program. It is you--our network of Passport Acceptance Agents across the country--who enable us to provide convenient and timely service to our customers. In very real terms, Americans can travel abroad because you are near where they live and work, making the passport application process both possible and convenient, while you also help us to ensure that only those who are entitled to U.S. passports receive them.

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Bureau of Consular Affairs

Quick Reference Page

Use this page to record your most often used numbers, specific points of contact and any other important information.

Visit the Department of State at travel.state.gov

Information on Travel, Foreign Visa & Entry Requirements, Passport Forms, and Much More

National Passport Information Center (NPIC).....1-900-225-5674
or for TTY/TDD Users.....1-900-225-7778

NPIC for Credit Card Calls.....1-888-362-8668
(VISA, MasterCard, American Express)
or for TTY/TDD Users.....1-888-498-3648

NPIC Rates:

Automated 900 Service.....\$.35 per minute.
Live Operator 900 Service.....\$1.05 per minute.
Credit Card Calls.....\$4.95 flat rate per call.

Rates are subject to change.

National Passport Production Centers

Customer Service Managers
(For Agents Use Only)

National Passport Center.....1-603-334-0525
Charleston Passport Center.....1-843-746-1763

Your Regional Passport Agency _____

Your Regional Customer Service Manager (Agents only) _____

Passport Services Emergency Duty Officer

8:15 a.m.– 5 p.m. Eastern Time (attempt to call your CSM first)...1-202-663-2465
After Hours/Weekends/Holidays.....1-202-647-4000

VitalChek Network (Certified U.S. Birth Certificates).....1-800-255-2414

NOTE: This is a non-governmental, commercial service not endorsed by Passport Services.

Other:

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* This list reflects the eventual new titling of all "DSP" forms to "DS."

Chapter 1

General Information

1. U.S. Passport.

The U.S. passport is an internationally recognized travel document that identifies the bearer as a U.S. citizen or national. It gives the bearer the right to receive the protection and assistance of U.S. diplomatic and consular offices while abroad. It is also a request that foreign governments permit the bearer to travel or reside temporarily in their territories and allow them access to all local lawful aid and protection.

2. Authority To Accept Applications for U.S. Passports.

By executive order, the President has delegated the authority to grant and issue U.S. passports to the Secretary of State. Passport regulations are contained in Title 22 of the Code of Federal Regulations.

3. Persons Authorized To Accept Applications for U.S. Passports.

As stated in Section 51.21 of Title 22 of the Code of Federal Regulations, the following persons may administer oaths for passport purposes:

- Passport Specialists employed by Passport Services;
- Clerks of any Federal court;
- Judges or Clerks of any Probate court;
- Clerks of any State court of record;
- Select USPS employees at designated Post Offices;
- Diplomatic or Consular Officers abroad;
- Any other person specifically designated by Passport Services to act as a Passport Application Acceptance Agent.

4. Authority To Issue U.S. Passports.

Only the Secretary of State may grant, issue, or verify passports (22 U.S. Code 219). All Passport Acceptance Agents must be U.S. citizens, or nationals.

5. Who May Be Issued a U.S. Passport.

U.S. passports are issued to U.S. citizens or nationals. (Non-U.S. citizens or nationals with passport questions may contact their Country's Embassy or Consulate in the U.S.) Unless specifically authorized by Passport Services, no person may have more than one valid, or potentially valid, U.S. passport of the same type at the same time.

6. Second Valid Passport

Passport Agencies may issue a second valid passport when a passport needed for immediate travel is unavailable due to prolonged visa processing delays. An application for a second valid passport is executed and processed in the same manner as other applications. The customer must submit the passport fees, photographs, and evidence of citizenship and identity, but in addition must provide a written statement setting forth the reason(s) why the second passport is required, and that the loss of either passport will be reported to Passport Services or the nearest U.S. Embassy or Consulate. (See the sample statement on page 2a.) Attach a brief but prominent note to the application. The second valid passport will be limited in validity for 2 years. The passport may be extended for another 2 year period if after 2 years the customer can justify the continued need for a second valid passport.

7. Passport Denials.

7. A. Children.

Passport regulations provide for the denial of passport services to a child if the parent(s) object to the issuance of a passport. (See Chapter 9, Section 2.B. and Chapter 14, page 60.)

7. B. Law Enforcement.

Under passport regulations, passport issuance can be denied to a person who is subject to an outstanding Federal felony warrant or to a person who is subject to a criminal court order forbidding departure from the U.S. If you know of, or suspect that such a situation exists, contact the Customer Service Manager at your Regional Passport Agency.

7. C. Child Support Arrears.

Public Law 104-193 stipulates that a person certified by the Secretary of Health and Human Services (HHS) as being in arrears on child support payments by an amount exceeding \$5,000 is ineligible to receive a passport. Resolution of such a matter lies solely with the state child support enforcement agency. The Pasport Agency does not have any information concerning an individ-

Chapter 1

General Information

ual's situation, such as what state the individual needs to contact or the exact amount owed. (See page 2b for a list of state child enforcement agencies.)

2. Types and Validity of Passports.

2. A. Regular (Fee) Passports.

Unless limited to expire earlier, regular passports are valid for ten years for persons 16 years of age and over, and five years for passports executed before the customer's 16th birthday. Passports may not be extended beyond the maximum five- or ten-year period. When the passport expires, the bearer must obtain a new passport for travel abroad.

2. B. 48-Page Passports.

Normally, passports are issued with 24 pages. Customers who travel a great deal may request a 48-page passport (at no extra charge) by attaching a brief but prominent note to the application.

2. C. Potential Validity of Limited Regular (Fee) Passports.

A passport limited in validity, in most cases, may be extended to the full period of validity. Customers should complete the Form DS-19 to submit with the limited passport and required documentation. (See Chapter 11.)

2. D. Official Passports.

Official (no-fee) passports are issued to officials or employees of the U. S. Government (and their dependents) traveling abroad on official duties. An official passport is normally valid for five years. Official passports are normally issued by the Special Issuance Agency in Washington, D.C. (See Chapter 13.)

2. E. Diplomatic (No-fee) Passports.

Diplomatic passports are issued to U.S. Foreign Service officers and to certain other officers and employees of the U.S. Government (and their dependents) who are traveling abroad on diplomatic duties. Diplomatic passports are normally valid for five years. Diplomatic passports are normally issued by the Special Issuance Agency in Washington, D.C. (See Chapter 13.)

2. F. Gender Reassignment

A customer requesting a passport issued indicating a gender other than the one listed on his/her birth certificate must submit a letter from a medical professional confirming the customer is traveling abroad for the purpose of gender reassignment. In these cases a one year limited passport may be issued. After verification that the procedure has been completed, the passport can be extended to full validity. (For information on Name Changes see Chapter 4.)

3. Addition of Visa Pages.

Visa pages can be added to the passport. Customers should complete the Form DS-19 to submit with the passport requiring visa pages. There is no charge for this service. (See Chapter 11, page 45.)

4. Release of Passport Information.

Information obtained from or in connection with a prior passport application is protected by the Privacy Act of 1974. Personal information should not be shared with anyone except the individual (or, in the case of a minor, the parent(s) or guardian(s)). Customers requesting a prior passport record may contact:

Research and Liaison Branch
Passport Services
1111 19th St. NW, Suite 500
Washington, DC 20522-1705

5. Document Authentication

Customers requesting documents to be authenticated for use outside the U.S. (i.e., birth certificates, deeds, car registrations, court decrees, etc...). may contact:

Authentication Office
Department of State
518 23rd Street, NW (Columbia Plaza)
Washington, D.C. 20520
202-647-5002
TDD 202-663-3468
Fax 202-663-3636

Chapter 1
Statement Regarding Second Valid Passport

STATEMENT

To: U.S. Department of State

Passport Agency

I, the undersigned, am the bearer of valid passport number _____.
(number)
issued on _____. However, in view of the time delay in obtaining
(date)
visas it is not possible to take my current trip using one passport.

I am therefore requesting the issuance of a second limited valid passport
for travel to _____, which I understand will be valid for
(country or countries)
two years.

Should either passport be lost or stolen, I will report immediately the
circumstances of the loss to Passport Services, or if abroad, to the nearest
U.S. Embassy or Consulate.

(signature)

(date)

Chapter 1

State Child Enforcement Agencies

<u>ALABAMA</u> 50 Ripley Street Montgomery, AL 36130-1001 (334) 242-9300	<u>IDAHO</u> P.O. Box 83720 Boise, ID 83720 Phone (208) 334-5715	<u>MONTANA</u> 3075 North Montana, Ste 112 Helena, MT 59620-2943 (406) 442-7278	<u>RHODE ISLAND</u> 77 Dorrance Street Providence, RI 02903 (401) 222-2847
<u>ALASKA</u> 550 West 7 th Ave, Ste 310, MS 14 Anchorage, AK 99501-6699 (907) 269-6832	<u>ILLINOIS</u> P.O. Box 19152 Springfield, IL 62794-9152 (217) 785-0283	<u>NEBRASKA</u> P.O. Box 94728 Lincoln, NE 68509 (402) 479-5555	<u>SOUTH CAROLINA</u> P.O. Box 1469 Columbia, SC 29202 (803) 898-9314
<u>ARIZONA</u> P.O. Box 40458 Phoenix, AZ 85067 (602) 252-4045	<u>INDIANA</u> 402 W Washington, Rm. W360 Indianapolis, IN 46204 (317) 232-4931	<u>NEVADA</u> 2527 North Carson St. Carson, City, NV 89706-0113 (775) 687-4744	<u>SOUTH DAKOTA</u> 700 Governor's Drive Pierre, SD 57501-2291 (605) 773-3641
<u>ARKANSAS</u> P.O. Box 8133 Little Rock, AR 72203 (501) 682-6828	<u>IOWA</u> 400 SW 8 th , Suite M Des Moines, IA 50309-4691 (888) 229-9223	<u>NEW HAMPSHIRE</u> 129 Pleasant St. Concord, NH 03301 (603) 271-4427	<u>TENNESSEE</u> 400 Deadrick Street Nashville, TN 37248 (615) 313-4880
<u>CALIFORNIA</u> P.O. Box 419064 (mail station 30) Rancho Cordova, CA 95741 (866) 249-0773	<u>KANSAS</u> P.O. Box 2637 Topeka, KS 66601-2637 (785) 296-5018	<u>NEW JERSEY</u> P.O. Box 716 Trenton, NJ 08625 (609) 588-2371	<u>TEXAS</u> P.O. Box 12017 Austin, TX 78711-2017 (512) 460-6679
<u>COLORADO</u> 303 East 17 th Avenue Denver, CO 80203 (720) 947-5000	<u>KENTUCKY</u> P.O. Box 2150 Frankfort, KY 40602-2150 (800) 446-6041	<u>NEW MEXICO</u> P.O. Box 25110 Sante Fe, NM 87504 (800) 288-7207 (In State) (800) 585-7631 (Out-of-State)	<u>UTAH</u> P.O. Box 45011 Salt Lake City, UT 84145 (801) 536-8642
<u>CONNECTICUT</u> 25 Sigourney St Hartford, CT 06106 (860) 424-4989	<u>LOUISIANA</u> P.O. Box 94065 Baton Rouge, LA 70804-4065 (225) 342-4780	<u>NEW YORK</u> 40 North Pearl Street Albany, NY 12243 (518) 473-0546	<u>VERMONT</u> 103 South Main Street Waterbury, VT 05671-1901 (902) 241-2180
<u>DELAWARE</u> P.O. Box 904 New Castle, DE 19720-0904 (302) 577-7171	<u>MAINE</u> DHS, DSER, Whitten Road, 11 SHS Augusta, ME 04333 (207) 287-2886	<u>NORTH CAROLINA</u> 100 East Six Forks Rd. Raleigh, NC 27609-7750 (919) 571-4120 ext. 252	<u>VIRGIN ISLANDS</u> GERS Building, 48B-50C Kronprins Gade St. Thomas, VI 00802 (340) 775-3070 ext. 3007
<u>DISTRICT OF COLUMBIA</u> 441 4 th St., NW, Suite 550 Washington, DC 20001 (202) 442-9900	<u>MARYLAND</u> 311 West Saratoga St Baltimore, MD 21201 (800) 234-1528	<u>NORTH DAKOTA</u> P.O. Box 7190 Bismarck, ND 58507-7190 (701) 328-3582	<u>VIRGINIA</u> 730 East Broad Street Richmond, VA 23219-1849 (804) 692-1536
<u>FLORIDA</u> P.O. Box 8030 Tallahassee, FL 32314-8030 (800) 622-5437 or KIDS	<u>MASSACHUSETTS</u> P.O. Box 9492 Boston, MA 02205-9492 (617) 626-4224	<u>OHIO</u> 30 East Broad St., 31 st Floor Columbus, OH 43266-0423 (614) 752-6567	<u>WASHINGTON</u> P.O. Box 9162 Olympia, WA 98507-9162 (800) 457-6202
<u>GEORGIA</u> P.O. Box 38450 Atlanta, GA 30334-0450 (404) 657-3869	<u>MICHIGAN</u> P.O. Box 30478 Lansing, MI 48909-7978 (517) 373-2932	<u>OKLAHOMA</u> P.O. Box 53552 Oklahoma City, OK 73152(405) 522-2550	<u>WEST VIRGINIA</u> 350 Capitol Street, Rm 147 Charleston, WV 25301-3703 (800) 249-3778
<u>GUAM</u> OAG, Family Division 130 E. Marine Drive, Suite 101 Hagatna, GU 96910 (671) 475-3360	<u>MINNESOTA</u> 444 Lafayette Road, 4 th Floor St Paul, MN 55155-3846 (651) 215-1714	<u>OREGON</u> 1495 Edgewater NW Suite 120 Salem, OR 97304 (503) 373-7300	<u>WISCONSIN</u> P.O. Box 7935 Madison, WI 53707-7935 (608) 266-9909
<u>HAWAII</u> 601 Kamokila Blvd., Suite 251 Kapolei, HI 96707 (888) 317-9081	<u>MISSISSIPPI</u> P.O. Box 352 Jackson, MS 39205 (601) 359-4879	<u>PENNSYLVANIA</u> P.O. Box 8018 Harrisburg, PA 17105 (800) 932-0211	<u>WYOMING</u> Hathaway Building, 3 rd fl. Cheyenne, WY 82002 (307) 777-6948
	<u>MISSOURI</u> P.O. Box 2320 Jefferson City, MO 65102 (800) 859-7999	<u>PUERTO RICO</u> P.O. Box 9023349 San Juan, PR 00902-3349 (727) 767-1886 or 1852	

Chapter 2

Form DS-11, "Passport Application"

1. Introduction.

Note: The Form DSP-11, "Passport Application," has been modified and renumbered DS-11. (However you may continue to accept the older DS-11.) The DS-11 must be completed by the customer and executed in person before a Passport Acceptance Agent. (When accepting forms downloaded from the Internet, please check that the customer has made no alterations to the oath.) This chapter contains a sample of the most recent version of the DS-11 and discussion of its details.

Form DS-11 should be used by customers who are either:

- applying for a passport for the first time, or
- not eligible to use Form DS-82, "Application for Passport by Mail" (commonly referred to as the "renewal application"). (Refer to Chapter 12 for information on who may use Form DS-82.)

The new form DS-11 is now available; however you may continue to accept the older form DSP-11 as long as it has all the required information and signatures..

Please advise all customers to type, or print legibly (in blue or black ink), all of the information requested on the application.

Acceptance Agents should use black ink to make their notations on the application.

- If an explanatory note is necessary, staple it separately to the upper left corner of the application. Do not make notations in the margins of the application.
- Since applications will later be microfilmed, please do not staple any accompanying document to the application with more than a single staple in the upper left-hand corner.

2. Completion of Application (Step-by-Step Guidelines).

(Numbers in parentheses refer to the item number on the application; see page 5.)

(1) Name (Customer).

Check for clear spelling. Review citizenship and identity evidence to determine whether the names agree or if name-change documents must be submitted. (See Chapter 4 for information on Names.)

(2) Mail Passport to: (Mailing Address).

Check for a complete mailing address, including zip code, apartment number, and/or P.O. Box number. Verify that this is the address to which

the customer wants the passport mailed. (This address should also match the address on any special mailer, such as an Express Mail label.) The customer should use "In Care Of" if he/she is residing at a temporary address, such as a hotel or friend's house, or having the passport mailed to a business or university address. Encourage customers applying for minor children to list the parent(s) in the "In Care Of" box, especially if the parent(s) or guardian(s) at the mailing address have a different name than the child. **Note:** Passport Agencies generally cannot mail passports to private addresses outside the United States.

(3) (4) (5) Sex/Place of Birth/Date of Birth.

The customer must specify either "Male" or "Female." Verify the information regarding sex, birthplace, and date of birth with the citizenship evidence. The date of birth must be indicated by month, day, then year, with one digit in each block. (For example: January 9, 1945 is indicated as: 01 09 1945.) Customers should indicate their place of birth as *it is currently known*. For instance, "Soviet Union" as a place of birth is *not acceptable* because there is no longer such a country.

(6) Social Security Number (Federal Tax Law).

The Internal Revenue Service requires passport customers to provide their Social Security Numbers. If a customer claims not to have been issued a Social Security Number, advise him/her to enter all zeroes. If a customer declines to provide the Social Security Number, advise him/her to read the Federal Tax Law Notice on the reverse of the application. Refer customers with questions regarding this matter to the IRS.

(7) (8) (9) Descriptive Information.

The customer must complete all descriptive information as accurately as possible. Height should be shown in feet and inches. ("0" may be written for no inches.) A color should be indicated by complete word, not abbreviated.

(10) (11) Phone Numbers.

Advise the customer to list both home and business telephone number, including area code. On children's applications a signing parent's business number may be provided.

(12) Occupation.

Occupation is a mandatory item and must be completed as descriptively as possible if a title alone will not make it clear.

Chapter 2

Form DS-11, "Passport Application"

(13) Permanent Address.

The customer needs to provide a permanent address in full. If the permanent and mailing addresses are identical, the customer may indicate "Same." *The permanent address must be a street address. (A P.O. Box is not acceptable as a permanent address.)*

(14) (15) Family Information.

The full name of the father and the full birth name of the mother must be indicated (even if deceased). If exact dates of birth are not known, the customer may approximate. Appropriate citizenship blocks must be checked.

(16) Marriage Information.

If the customer was ever married, this section must be completed with information regarding the most recent marriage. (Information regarding the *most recent* marriage must be provided even if the customer is currently widowed or divorced.) If married more than once, attach a separate piece of paper with information about the other marriage(s). (See "Previous Marriage Information Sheet" on page 22a.)

(17) Other Names.

The customer must list all names that he/she has ever used, e.g., a previous married name, step-parent's surname, etc...

(18) Previous Passport.

Either "Yes" or "No" must be indicated. If "Yes," the most recent passport must be submitted if available. Information regarding the passport, name, approximate issue date, number (if known), and disposition must be shown. If a recently issued limited passport is presented with appropriate documentation, it may be extended at no charge. (See page 45, "Amendments," Section 3). If the customer lists a valid passport that is not available, he/she must complete Form DS-64 to explain its disposition. (See page 27, section 2.)

(18a) Photographs.

Photographs must be an accurate likeness of customer. (See Chapter 5.) Attach one photo to the application in the space provided with a staple in each of the four corners. Photographs should not cover any information entered on the application.

(19) Emergency Notification.

Request customers to furnish the name, address, and telephone number of a person not

traveling with them. It may be of vital importance in the event of an emergency abroad.

(20) Proposed Travel Plans.

Travel information should be completed. An accurate date of departure is important when the customer requires the passport urgently. The customer may pay for expedited service to receive the passport sooner. (See Chapter 8.)

(21) Oath.

The customer must swear to or affirm to the truthfulness and completeness of the statements made on the application. Failure to do so should be noted on the application.

(21a) Signature.

The customer must sign in the presence of the Acceptance Agent. Customers should be encouraged to sign as they normally do. The signature on the application must match the signature on the identification presented. Variations for nicknames, initials, etc., are acceptable and may be considered in agreement with the formal name if they match the signature on the identification. (For more on **Names**, see Chapter 4, page 17.)

Note: Both parents are required to sign an application for a child under 14. (See Chapter 9 for details.)

(22) Jurat.

The Acceptance Agent taking the application must execute the application by personally signing and dating it, and filling in the name and location of the accepting office. The stamp or seal of the accepting office is impressed in this area.

(23) Identification.

After determining that the customer has been adequately identified, the Acceptance Agent records information directly from the customer's valid photo identification. Include the full name exactly as it appears on the identification document as well as type of document, date and place of issuance, serial number, and expiration date (if any). (Refer to Chapter 7 for more on **Identity**.)

(24) (25) For Issuing Office Use Only.

Do not use these spaces.

Chapter 2
Form DS-11, "Passport Application"



U.S. Department of State

APPLICATION FOR U.S. PASSPORT REGISTRATION

(Type or print all capital letters in blue or black ink in white areas only)

1. NAME (First and Middle) JOCELYN ALLEN											
LAST DRAKE											
2. MAIL PASSPORT TO: STREET / RFD # OR P.O. BOX APT. # 11 COLONIAL PLACE											
CITY MCLEAN						STATE VA					
ZIP CODE 22010						COUNTRY / IN CARE OF (if applicable)					
3. SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F						4. PLACE OF BIRTH (City & State or City & Country) FALLS Church, VA					
5. DATE OF BIRTH Month Day Year 07 04 1968						6. SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON PAGE 4) 578 70 1576					
7. HEIGHT Feet Inches 5 3		8. HAIR COLOR Brown		9. EYE COLOR Green		10. HOME TELEPHONE 703 555-0101		11. BUSINESS TELEPHONE 703 571-0011		12. OCCUPATION Volunteer	
13. PERMANENT ADDRESS (DO NOT LIST P.O. BOX) STREET/R.F.D. # SAME AS ABOVE						CITY STREET/R.F.D. #		STATE CITY		ZIP CODE	
14. FATHER'S FULL NAME Drake Charles First MD.			BIRTHPLACE 12-17-29			BIRTHDATE U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No			15. MOTHER'S FULL MAIDEN NAME Smith, Mary First VA		
16. HAVE YOU EVER BEEN MARRIED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			SPOUSE'S OR FORMER SPOUSE'S FULL NAME AT BIRTH Wainwright, Richard Tomas			BIRTHPLACE VA			BIRTHDATE 12-25-67		
DATE OF MOST RECENT MARRIAGE Month Day Year 10 03 1988			WIDOWED/DIVORCED? <input type="checkbox"/> Yes Give Date <input checked="" type="checkbox"/> No			17. OTHER NAMES YOU HAVE USED Month Day Year (1) None (2)					
18. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IF YES, COMPLETE NEXT LINE AND SUBMIT PASSPORT IF AVAILABLE. DISPOSITION NAME IN WHICH ISSUED Jocelyn Allen Drake											
APPROXIMATE ISSUE DATE Month Day Year Unknown 11-19-88 <input type="checkbox"/> Submitted <input type="checkbox"/> Stolen <input checked="" type="checkbox"/> Lost <input type="checkbox"/> Other _____											
It is necessary to submit a statement with an application for a new passport when a previous valid or potentially valid passport cannot be presented. The statement must set forth in detail why the previous passport cannot be presented. Use Form DS-64.											
19. EMERGENCY CONTACT. If you wish, you may supply the name, address and telephone number of a person not traveling with you to be contacted in case of emergency. NAME Charles Drake - Father STREET 15 Chestnut St. CITY Falls Church, VA.											
20. TRAVEL PLANS (not mandatory) Month Day Year 11 01 2001 Date of Trip Length of Trip 2 weeks COUNTRIES TO BE VISITED: England											
21. STOP. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH. I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.											
<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Jocelyn Drake X _____ Father's/Legal Guardian's Signature (if identifying minor) </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <input checked="" type="checkbox"/> Jocelyn Drake X _____ Mother's/Legal Guardian's Signature (if identifying minor) </div>											
<div style="display: flex; align-items: center;"> <input type="checkbox"/> M. D. Subscribed and sworn to (affirmed) before me </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <input type="checkbox"/> M. D. Official Seal Here </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <input type="checkbox"/> Clerk of Court: Location Mc Gregor, VA <input type="checkbox"/> PASSPORT Agent </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <input checked="" type="checkbox"/> Postal Employee <input type="checkbox"/> (Vice) Consul USA </div>											
<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Jocelyn Drake : Identifying Documents </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Specify) _____ </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <input type="checkbox"/> Issue Date: 02/19/1999 <input type="checkbox"/> Expiration Date: 02/18/2004 Place of Issue: VA </div>											
<div style="display: flex; align-items: center;"> <input type="checkbox"/> Jocelyn Allen Drake Name: Jocelyn Allen Drake ID No. D 528-866-7790 ID No. _____ </div>											
23a. Applicant's or Father's Identifying Documents											
<input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Specify) _____											
Issue Date: 02/19/1999 Expiration Date: 02/18/2004 Place of Issue: VA											
Name: Jocelyn Allen Drake ID No. D 528-866-7790 ID No. _____											
24. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)											
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> SR <input type="checkbox"/> CR <input type="checkbox"/> City Filed/Issued: <input type="checkbox"/> Passport Bearer's Name: <input type="checkbox"/> Report of Birth: <input type="checkbox"/> Naturalization/Citizenship Cert. No.: Issued: <input type="checkbox"/> Other: <input type="checkbox"/> Seen & Returned: <input type="checkbox"/> Attached:											
APPLICATION APPROVAL											
25. FEE _____ EXEC. _____ EF _____ OTHER _____											

Chapter 2
Form DS-11, “Passport Application”

Chapter 3

Evidence of Citizenship or Nationality

Introduction.

Evidence of the U.S. citizenship or nationality must accompany each passport application. The difference between citizenship and nationality is subtle but important. All U.S. citizens are nationals, but not all nationals are U.S. citizens. U.S. nationals are entitled to the protection of the U.S. government, but they do not have all the rights of citizens. For example, a national may be issued a U.S. passport, but is not permitted to vote in U.S. political elections. (U.S. nationality is discussed in greater detail on page 13.)

U.S. citizenship or nationality can be acquired in several different ways, therefore evidence of citizenship/nationality varies. The following outlines some of the documentation that might be submitted as evidence of U.S. citizenship or nationality.

Previous U.S. Passport .

If available, a customer can submit a previously fully valid U.S. passport as proof of citizenship. If the customer cannot submit a previous passport, advise him/her to submit other acceptable evidence of citizenship, or if no other acceptable evidence of citizenship is available, forward the application to the Passport Agency with a note to that effect. In emergency situations only (i.e., an imminent departure date), the Passport Agency will search records to verify issuance of the previous passport. (See Chapter 8, pages 37-38 regarding the record search fee.)

Methods of Acquiring U.S. Citizenship:

I. Citizenship at Birth.

- A. By birth in the U.S.
- B. By birth outside the U.S.
 - 1. When born to two U.S. citizen parents.
 - 2. When born to one U.S. citizen parent and one non-U.S. citizen parent.
 - 3. Regaining citizenship.

II. Citizenship by Naturalization.

- A. When naturalized in own name.
- B. Upon naturalization of parent(s).
- C. When born outside the U.S. and adopted by U.S. citizen(s).

III. Citizenship by Marriage to a U.S. Citizen.

IV. Non-citizen Nationality at Birth.

- A. By birth in American Samoa or Swain's Island.
- B. By birth outside the U.S.
 - 1. When born to two U.S. national parents.
 - 2. When born to one U.S. national parent and one non-U.S. parent.

V. Other Citizenship Evidence.

Note: Passport Services will return all documents (except affidavits and altered documents) to the customer with the issued passport.

1. A. Evidence of Citizenship at Birth in the U.S.

The U.S. consists of the 50 states, plus Washington DC, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands (since 11/4/86).

1. A.1. Primary Evidence.

Primary evidence of birth in the U.S. is a certified birth certificate. It must be issued under the seal or other authentication of the official custodian of birth records. All states have maintained birth records in some form since 1919. Records in some states go back even earlier. Counties and/or cities may also have earlier records.

If the customer is not able to submit a previous fully valid U.S. passport, ask for a certified birth certificate. Helpful information about how to obtain a certified birth certificate and when a given area began recording births is available on the Internet at www.cdc.gov/nchs and clicking on "How to Obtain Birth, Death, Marriage, and Divorce Certificates." Additionally, at travel.state.gov customers can find where to write for a certified birth certificate by clicking on "Vital Records List – Birth Certificates." Both sites maintain the latest and most complete list of state offices that maintain birth records, along with their addresses and telephone numbers. Since the fee for this service is subject to change, encourage the customer to call the issuing office to verify the correct fee before ordering.

Chapter 3

Evidence of Citizenship or Nationality

A certified birth certificate is acceptable in and of itself as evidence of U.S. citizenship if it shows *all* of the following:

- A file date, or the date the certificate was filed in the registrar's (official custodian's) office, within one year of the birth. (See page 9 for information on "Delayed Birth Certificates.")
- A full name, including given name. (See page 9, "No Given Name on Birth Certificate.")
- The date and place of birth.
- Registrar's signature.
- The authorized seal of the registrar's office. The seal may be raised, embossed, impressed, or multicolored.
- Parents' name(s) if a birth certificate is for a child under the age of 14.

A Notification of Birth Registration is a record that a birth has been filed with the appropriate office. Such documents, sometimes called "Birth Announcements," are acceptable ONLY if they meet the above criteria.

1. A. 2. Secondary Birth Evidence (Early Public Records).

Secondary evidence of birth in the U.S. is a document (i.e., a public record) other than a certified birth certificate.

Secondary evidence may be considered when:

- A customer's birth was never recorded.
- There is a discrepancy between the customer's name on the birth certificate and that on the ID.
- The given name was not recorded on the birth certificate.
- A delayed birth certificate does not show the records used to create it.
- In support of a passport application when a Letter of No Record is presented.

Public records that may be considered as secondary evidence include baptismal certificates, or other such records, hospital birth records, medical records, early census reports, elementary school transcripts, insurance records, family Bible records, or newspaper articles announcing the birth.

To be acceptable, the public record must show a full name, including given name, and the date and place of birth. It also needs to be an early record (i.e., one that was created as close to the person's birth as possible, preferably within the first five years of life). When secondary evidence is needed, one or more original records should be submitted. The more documentation the customer can submit will allow the Passport Agency to make the best determination possible and avoid the need to request additional records.

1. A. 3. Affidavits of Personal Knowledge.

Affidavits of Personal Knowledge serve several purposes. They may be used when:

- A customer is submitting secondary birth evidence.
- There is a discrepancy between the customer's name on the birth certificate with that on the ID.
- When no given name was recorded at birth.

An affidavit should be completed by an older blood relative who has personal knowledge of the birth, or the name(s) used by the customer. However, if no one of an older generation is available, a blood relative of the same generation can complete an affidavit. Only when there are *no* living relatives should a person who is *not* related be asked to complete an affidavit. Affidavits must include the customer's full name, date and place of birth. When used to support secondary birth evidence, the affiant (the person completing the affidavit) must state how he/she knows of the customer's birth.

Form DS-10, "Birth Affidavit," may be used for this purpose. However, its use is not mandatory; a properly notarized affidavit is acceptable. (See page 15 for a sample.)

Note: The affidavit must be either notarized or completed and signed by the affiant in your presence. If completed in your presence, you should witness the affiant's signature, record his/her ID, and affix your office's official seal to the affidavit.

Chapter 3

Evidence of Citizenship or Nationality

1. A. 4. Delayed Birth Certificate.

A birth certificate is called a *delayed* birth certificate when the birth was recorded more than one year after the event. Although the regulations state that a birth certificate must be filed within one year to be acceptable, sometimes a delayed birth certificate is acceptable by itself.

A delayed birth certificate is acceptable if it shows that acceptable early public records (secondary evidence) were presented to create it, or, for instance, if it was signed by the medical attendant at birth, a judge, or (with certain exceptions) by a parent.

If a delayed birth certificate does *not* list what evidence was shown to create it, or was not signed as indicated above, the customer must submit secondary evidence of birth in the U.S. as listed on page 8, section 1.A.2., "Secondary Birth Evidence (Early Public Records)."

1. A. 5. No Birth Certificate Filed

As previously stated, all states have recorded births since 1919, with some states, counties and cities having earlier records. However, there will be times when a customer asserts there is no birth certificate on file.

Customers born before 1919 need only to submit acceptable secondary birth evidence. (See page 8, section 1.A.2., for a list of acceptable secondary evidence.)

Otherwise, a customer who insists that he/she does not have a birth certificate on file must submit official verification of "No Record" from the state registrar where the customer asserts birth. This verification, sometimes called a "Letter of No Record," will state that a thorough search of birth records was made and no record was subsequently found. The customer must then also submit secondary birth evidence as listed on page 8, section 1.A.2..

1. A. 6. No Given Name on Birth Certificate.

If parents do not name their child by the time the birth information is sent to the State Office of Vital Statistics (or other office maintaining birth records), a birth certificate might be filed without a given

name. Subsequent birth certificates would then be issued with no given name (until, if ever, the parents or the customer correct the record).

If a customer presents a birth certificate with no given name, then he/she must submit supporting documentation to establish the use of that name. This can be done either with an early public record(s) or a notarized affidavit, preferably from an older blood relation, which details the facts of the birth and the name used. (See page 8, "Secondary Birth Evidence" and "Affidavits of Personal Knowledge" for information regarding acceptable supporting records.)

Other Citizenship Issues

1. A. 7. The Commonwealth of the Northern Mariana Islands (formerly part of the Trust Territory of the Pacific Islands).

All persons born in the CNMI on or after November 4, 1986 (Saipan Time) are U.S. citizens and need only submit certified copies of their birth certificates. Three other groups of persons who were domiciled in the CNMI when it became a U.S. Commonwealth on November 4, 1986 also became U.S. citizens on that date.

- Persons born in the CNMI of at least one Trust Territory parent must submit a CNMI birth certificate and CNMI Supplemental Statement.
- Persons born in Palau, the Marshall Islands or Micronesia of at least one Trust Territory parent should submit their certified birth certificate, CNMI Supplemental Statement, CNMI Voter's Registration if over 18 on January 1, 1975, and documentary evidence of their domicile in the CNMI from November 4, 1981 through November 3, 1986 (five years prior to the effective date of the CNMI covenant).
- Any person who was domiciled in the CNMI prior to January 1, 1974 should submit their certified birth certificate, CNMI Supplemental Statement, Oath of Renunciation, if applicable, and documents establishing the twelve year continuous domicile requirement.

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These latter two groups are very complicated. Accept the evidence the customer is submitting and assure the customer that the Passport Agency will notify him/her of any additional documentation required.

1. A. 8. Birth in Guam, Puerto Rico or the U.S. Virgin Islands.

Persons born in any of these areas are normally U.S. citizens and should submit a certified birth certificate. They may obtain them by writing to their respective vital records office.

1. A. 9. Commissioned Officers.

Military records are not evidence of U.S. citizenship. Commissioned military officers are required to submit the same proof of citizenship as other passport applicants.

1. A. 10. Adopted Children.

An adopted applicant who was born in the U.S. may present either of the following as evidence of citizenship:

- a certified copy of the original birth certificate and a certified copy of the adoption decree showing the name change; or
- a certified copy of the birth certificate in the *adoptive name*. (If the certificate is a delayed record, supporting documents, such as the adoption decree, are also required.)

We should honor the desire of a parent to withhold information regarding adoption. If an adopted child must appear in person to execute an application, the adoptive parent may arrange to submit the adopted child's evidence of citizenship after the child executes the application. The parent(s) may request the Passport Agency to return all documents and information regarding the adoption under separate cover if a signed request to that effect is included with the application.

In some cases an adopted person may not be able to obtain a birth certificate. When the adopted person, or family is not permitted access to the birth document, the court or adoption agency may forward it under separate cover directly to the Passport

Agency. Or the applicant may submit one of the following:

- an *adoption decree* showing that the child was placed at an early age with the adoptive parent(s) in the U.S., and the evidence presented to the court to establish parentage and date/place of birth; or, in the case of a foundling (an undocumented child found in infancy), evidence of the child's presence in the U.S. shortly after birth; or a court certification that sealed records establish the child's actual date and place of birth within the U.S.; or
- an affidavit from the organization sponsoring the adoption showing the initial date of custody, date/place of birth, names of adoptive parent(s) and place(s) of residence, and the date and manner of adoption.

Pending Adoption.

If the adoption of a child born in the U.S. has not been finalized, an affidavit from the adoption agency or other sponsoring agency must be submitted. It must clearly state who has permission to apply for a passport on the child's behalf and take the child out of the U.S. A limited one-year passport may be issued in the child's adoptive name. It can be extended to full validity upon presentation of evidence that the adoption has been finalized.

Children born outside the United States and adopted by U.S. citizen parents, or whose parent became a naturalized U.S. citizen will automatically acquire U.S. citizenship provided they meet certain conditions. (See page 16a for a complete outline of the conditions and documentation required.)

A. 11. Foundlings.

Occasionally, you may encounter a customer who is a foundling. A foundling is a child of unknown parentage. Under current law, it is presumed that a child found in the U.S. is a U.S. citizen if found while under the age of 5 years. As long as foreign birth is not established before the person's 21st birthday, he or she remains a U.S. citizen. (Previous law – for births

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before 12/24/52 – set no limit on the time in which foreign birth could be shown.)

Such customers will not have a certified birth certificate. They should present the best possible secondary birth evidence available. This may include a notarized statement from the foundling organization which raised the child indicating when and where the child was found, or other secondary evidence as described in Section 1. A.2.

1. B. 1. Evidence of Citizenship by Birth Abroad.

A person may acquire U.S. citizenship when born abroad if one or both of the parents were U.S. citizens at the time of the child's birth. In most cases, the parents register their child's birth at the nearest U. S. embassy or consulate.

A customer who was born abroad, may submit one of the following documents:

- **Form FS-240, "Report of Birth Abroad,"** is issued by the embassy or consulate nearest where the birth occurred.
- **Form FS-545, "Report of Birth Abroad,"** used to be issued by embassies or consulates. While it is no longer issued at this time, persons who already possess one can use it as evidence of citizenship.
- **Form DS-1350, "Certification of Birth,"** is issued by the U.S. Department of State domestically.
- **Certificate of Citizenship,** issued by the Immigration and Naturalization Service (INS).

Form DS-1350, "Certification of Birth" may be obtained by sending a written request and a check or money order payable to the U.S. Department of State for \$20.00 to the following address:

Passport Services Vital Records,
Suite 510
1111 19th Street NW
Washington, DC 20036
Telephone: 202-955-0307

The request does not have to be notarized. If requesting more than one copy at the same time, the first copy costs \$20.00 and additional copies cost \$10.00 each.

To replace Form FS-240, "Report of Birth Abroad", a customer must submit:

- An affidavit to request a replacement, including an explanation of how the document became lost/stolen or damaged and when and where it was lost/stolen or damaged.
- If damaged, the original FS-240

To amend FS-240, "Report of Birth Abroad", a customer must submit:

- An affidavit to request an amendment, including his/her name at birth and date and place of birth
- Original or certified copies of documents to support the requested change
- The original FS-240

Send either of the above requests with a \$40 check or money order payable to the U.S. Department of State to:

Passport Services Vital Records
Suite 510
1111 19th Street NW
Washington, DC 20036
Telephone: 202-955-0307

Note: Only one replacement FS-240, "Report of Birth Abroad" can be issued at any given time.

If a customer was born abroad to 2 U.S. citizen parents, and he/she does not have any of the previously mentioned documents, or a prior U.S. passport, the following can be submitted:

- Customer's foreign birth certificate listing parents' names.
- Evidence of U.S. citizenship of customer's parents.
- Parents' marriage certificate.

1. B. 2. Evidence of Citizenship When Born Abroad to One U.S. Citizen Parent and One Non-U.S. Parent.

If a customer was born abroad to a U.S. citizen parent, and he/she does not have any of the previously mentioned documents, or a prior U.S. passport, the following can be submitted:

- Evidence of the parent's U.S. citizenship.
- Customer's foreign birth certificate listing parents' names.

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- Parents' marriage certificate.
- A notarized affidavit from the U.S. citizen parent showing that parent's periods of residence or physical presence in the U.S. from the time of his/her birth until the customer's birth. This affidavit should also include time spent outside the U.S. by the parent and the reason(s) the parent was abroad (e.g., military service; employment abroad with the U.S. government or an international organization; as a dependent of a person so employed; schooling; vacation). It should be supported by public records, such as school, employment or military records.
- If the customer was born between 5/24/34 and 10/10/52, his/her own written statement showing periods of residence or physical presence in the U.S. or abroad. As outlined above, the statement should include the reason for being abroad. It may also need to be supported by public records.

1.B. 3. U.S. Citizenship Acquired at Birth and Subsequently Lost.

Persons born abroad to one U.S. citizen parent and one non-U.S. citizen parent between 5/24/34 and 10/10/52 were required to reside in the U.S. for a certain amount of time in order to keep the citizenship gained at birth.

Those who never resided in the U.S., or resided here for less than the required amount of time, ceased to be U.S. citizens. However, as of 3/1/94, persons who ceased to be U.S. citizens for this reason have the opportunity to *regain* their U.S. citizenship. To do so, they must take an oath of allegiance to the United States. This oath can be administered at a Passport Agency, an INS office, a naturalization court, or a U.S. embassy or consulate abroad. (The oath *cannot* be administered at an acceptance facility.)

To apply for a U.S. passport, these customers must submit evidence of their U.S. citizenship gained at birth and the oath of allegiance by which they regained their citizenship.

Note: All persons asking about *regaining* U.S. citizenship should be referred to the local INS office or the nearest Passport Agency.

2. Citizenship by Naturalization.

2. A. Own Naturalization.

A person who has been naturalized as a U.S.

citizen needs to submit his/her Certificate of Naturalization, issued by the INS. If the Certificate is lost or stolen, and the customer is applying for a first-time passport, he/she needs to submit the following:

- A letter from INS, which verifies the facts of the naturalization *and* bears the original signature of the issuing INS official;
- The customer's signed statement giving the details surrounding the loss or theft;
- A receipt (or cancelled check) from INS showing he/she has applied for a replacement naturalization certificate.

2. B. Child Claiming Through Naturalization of Both Parents. (If adopted, See Section 2D.)

A customer claiming U.S. citizenship through the naturalization of both parents should normally submit a Certificate of Citizenship issued by the INS. If he/she does not have one, the following documents can be presented:

- Both parents' naturalization certificates.
- Customer's foreign birth certificate listing both parents' names.
- Parents' marriage certificate.
- Customer's Alien Registration card to show legal entry into the U.S. for permanent residence.
- Certified translations of the foreign birth and marriage certificates may be required.

2. C. Child Claiming Through Naturalization of One Parent. (If adopted, see Section 2D.)

Before 1/13/41, only one parent needed to be naturalized for a child to claim U.S. citizenship.

As of 1/13/78 a person could claim through one parent *only if* the other parent was deceased or *if* the parents were *divorced*. In either case, the customer's claim to U.S. citizenship requires the above documentation and additionally the divorce decree or the deceased parent's death certificate. (Children born out of wedlock and never legitimated could claim through the U.S. citizen mother.)

As of 2/27/01, children born on or after February 28, 1983 and whose parent became a naturalized U.S. citizen will automatically acquire U.S. citizenship, provided they meet certain conditions. (See page 16a for a complete outline of the conditions and documentation required.)

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Evidence of Citizenship or Nationality

2. D. Adopted Children Born Abroad to Parents Being Naturalized.

Before 10/5/78, foreign-born adopted children had to be naturalized in their own right. They could not claim through their adoptive parents' naturalization.

As of 10/5/78, foreign children adopted by foreigners, who later became naturalized U.S. citizens, were treated in the same manner as natural-born children, as long as they were adopted before age 16 and their parents were naturalized before the child reached 18. In addition to the same documents as for natural-born children (see Sections 2B and 2C), they must present a certified adoption decree.

As of 12/29/81, the adoption and naturalization only needed to occur before the customer reached the age of 18. In all cases, the customer must have been residing in the U.S. in the lawful custody of the adoptive parents when the parents were naturalized.

As of 2/27/01, children born on or after February 28, 1983 and adopted by U.S. citizen parent(s), or whose parent became a naturalized U.S. citizen will automatically acquire U.S. citizenship, provided they meet certain conditions. (See page 16a for a complete outline of the conditions and documentation required.)

Note: Refer customers with questions concerning international adoption to:

Office of Children's Issues
Department of State CA/OCS/CI
Washington, D.C. 20520-4818
Telephone: (202) 312-9700
Fax: (202) 312-9443
travel.state.gov/children's_issues

3. Citizenship by Marriage.

Before 9/22/22, if a non-U.S. citizen woman married a U.S. citizen, she automatically became a U.S. citizen herself. (To apply for a passport she would need to present evidence of her husband's U.S. citizenship as well as their marriage certificate.) Otherwise, there is no U.S. law granting U.S. citizenship due to marriage to a U.S. citizen.

4. A. U.S. Nationality by Birth In American Samoa/Swains Island.

U.S. law geographically defines the composition of the United States. American Samoa and Swains Island are not included in that definition. They are an outlying possession

of the U.S., but not part of the U.S. There is no U.S. law granting U.S. citizenship due to birth in an outlying territory.

However, U.S. law declares that people born in American Samoa and Swains Island are *nationals* of the U.S. They are issued passports with an endorsement stating that the bearer is a U.S. national. When applying for a passport, a certified birth certificate issued by the Registrar of Vital Records for American Samoa is acceptable evidence of U.S. nationality.

4. B. U.S. Nationality at Birth When Born Abroad to One or Two U.S. National Parents.

Children born overseas to one or two U.S. national parents acquire the same status as the parents. They are nationals of the U.S., but not citizens. To receive passports, the same requirements apply as for children born overseas to one or two U.S. citizen parents. (Refer to Section 1.B.)

Note: A person born in American Samoa or Swains Island to one or two U.S. *citizen* parents is a U.S. *citizen*, not a *national*. The same evidence as for persons born overseas to one or two U.S. citizen parents is required. (See Section 1. B.)

5. Other Citizenship Evidence. Air Crewmember Certificates.

An air crewmember may submit a Crewmember Certificate as evidence of U.S. citizenship. Otherwise he/she must provide other acceptable evidence of U.S. citizenship as outlined in this chapter.

Note: Advise customers of the citizenship evidence required. Normally, you should not execute an application until acceptable evidence is submitted. But, if a customer is unable, or declines to submit some of the required documents, execute the application and submit it with the available documentation. Each application is reviewed at the Passport Agency where it will be determined whether or not the submitted evidence is acceptable. (Remember that unofficial photocopies or facsimiles of birth records and other citizenship evidence are not acceptable.)

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Form DS-10, "Birth Affidavit."

While not usually sufficient in itself, a birth affidavit may be submitted as evidence of birth in the U.S. when a birth certificate does not exist (or, in some cases, to establish the birthplace of the customer's parent(s)). Birth affidavits may also be submitted if a name was not recorded, or recorded incorrectly at birth, or if the birth certificate was filed more than one year after the birth. An older blood relative should complete the affidavit, although any person having personal knowledge of the birth may do so.

Note: Usually public record(s) are necessary to substantiate the affidavit(s).

Step-by-Step Guidelines for Completing Form DS-10.

(Numbers in parentheses refer to item numbers on the form.)

(1) Required Information on Form DS-10.

This section must be completed in full.

(2) Explanatory Statement on Form DS-10.

This area is for a brief outline of the birth facts. If the affiant is *not* closely related to the customer, he/she must specifically state *how* his/her knowledge of the customer's birth in the U.S. was acquired. If the affidavit is submitted to clarify a discrepancy in the birth record, the affiant should provide a brief explanation of the discrepancy.

(3) Identification and Signature of Affiant on Form DS-10.

Be sure the affiant's printed name is legible and that the affiant's complete address is given. He/she should be identified to your satisfaction. Record the document or method of identification on the DS-10 as outlined in Chapter 7.

(4) Execution of Form DS-10.

To be acceptable for passport purposes, a birth affidavit must be executed before a Passport Agent or Notary Public.

Please note:

Customers with questions about citizenship should be referred to the National Passport Information Center (NPIC). See Appendix, page C for detailed information.

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Evidence of Citizenship or Nationality



U.S. Department of State

BIRTH AFFIDAVIT

OMB Approval No. 1405-0132
 Expires 11/30/2004
 Estimated burden 15 Minutes*

Completed affidavits will be retained by Passport Services. Copies desired should be made at the time of execution.

When an acceptable birth certificate cannot be obtained for a person born in the United States, a birth affidavit, accompanied by a notice from appropriate authorities indicating no birth record exists, may be submitted with an application for a passport. The birth affidavit form may also be submitted in conjunction with other birth records.

The birth affidavit should be made by a person who has knowledge of the date and place of birth of the person whose birth in the United States is to be proved. The affidavit shall state briefly how and through what source the knowledge was acquired. It is preferred that the affidavit be made by an older blood relative although it may be made by the attending physician or any other person who has personal knowledge of the birth.

NAME OF PERSON WHOSE BIRTH IN THE UNITED STATES IS TO BE PROVED

Peter Mack Bennett

Male

Female

NUMBER OF YEARS YOU HAVE KNOWN THIS PERSON

All his life

PERSON'S PLACE OF BIRTH (City and State)

Fall River County, South Dakota

PERSON'S DATE OF BIRTH (mm-dd-yyyy)

March 8, 1944

PERSON'S PRESENT RESIDENCE (Street address, City, State and ZIP code) IF DECEASED, SO STATE

1603 East Chestnut St., Ada, OK. 74820

RELATIONSHIP TO OR BASIS OF YOUR KNOWLEDGE REGARDING THIS PERSON

Aunt

GIVE COMPLETE FACTS ON WHICH THE PLACE AND DATE OF BIRTH ARE BASED. IF AFFIANT IS NOT CLOSELY RELATED TO PERSON WHOSE BIRTH IN THE UNITED STATES IS TO BE PROVED, STATE HOW AND THROUGH WHAT SOURCE THE PERSONAL KNOWLEDGE WAS ACQUIRED
(Continue on reverse, if necessary)

② I know Peter Mack Bennett was born on March 8, 1944 because I assisted at his birth. Peter was born to my brother Robert and his wife Sue. I have known Peter all his life.

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith, including this form, may be punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001 and/or 18 U.S.C. 1542.

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

AUTHORITIES: The information solicited on this form is requested pursuant to provisions in Titles 8, 18, and 22 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a, 212, and 213, and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR). Also, as noted, 26 U.S.C. 6039E.

PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport. The information may also be used in connection with issuing other travel documents or evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications, and for law enforcement and administrative purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties or to investigate or prosecute violations of law. The information may also be made available to private U.S. citizen 'wardens' designated by U.S. embassies and consulates.

Failure to provide the information requested on this form may also result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.

*Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and

I, the undersigned, do solemnly swear (or affirm) that the above information given by me is true and correct to the best of my knowledge and belief.

Lillian Bennett Dillon

(Printed or typed name of affiant)

Lillian Bennett Dillon

(Signature of affiant)

Official
Seal
Here

542 N. River St. Simbert, OK 74047

(Address of affiant: number and street, city, state and ZIP code)

DL: 519 636420 5-21-04 OK

(Identifying document submitted: type of document, date of issuance or expiration, serial number)

Subscribed and sworn to (affirmed) before me this

15 day of **March 2002**

(Passport Agent, Postal Employee, Clerk of Court or Notary Public)

Main P.O. Simbert, OK

DS-10
 12-2001

Sample Form DS-10, "Birth Affidavit"

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Certificate of Birth

Child's Name: Richard Romulus Jones

Date of Birth: June 8, 1987

Place of Birth: Fairfax, Virginia

Father's Name: Romulus Anthony Jones

Mother's Maiden Name: Helen Trent Adams

Father's Birthplace: Nova Scotia, Canada

Mother's Birthplace: Vienna, Virginia

Father's Date of Birth: November 23, 1965

Mother's Date of Birth: April 12, 1967

File Date: June 26, 1987

Signature of Attendant at Birth: Arthur C. Clark, MD

Registrar: Alfred P. Henderson, MPP

Raised,
Embossed or
Multi-
colored
Seal

Sample Birth Certificate

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New Citizenship Law for Certain Foreign-born Children

Effective February 27, 2001



- ◆ Adopted by U.S. Citizen Parent(s)
- Or
- ◆ Parent Becomes Naturalized U.S. Citizen



The Child Citizenship Act of 2000 (CCA), Public Law 106-395, applies to certain foreign-born children. If eligible under this new law, these children will automatically acquire U.S. citizenship, provided they meet conditions outlined below.

<u>Adopted by U.S. Citizen Parent(s)</u>	<u>Parent Becomes Naturalized U.S. Citizen</u>
<ul style="list-style-type: none">◆ The child was born on or after February 28, 1983 and is under age 18 when all of the following conditions are met:◆ The child has been adopted (domestic or foreign) pursuant to a full, final, complete adoption (and is able to provide a certified adoption decree, with translation if necessary) and◆ At least one adopting parent is a U.S. citizen. (Evidence of parental citizenship is <u>not</u> required because it is established overseas before the child is granted a visa to enter the U.S.) and◆ The child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent(s) pursuant to lawful admission for permanent residence (and is able to provide proof of lawful admission for permanent residence). <p>For application acceptance purposes, 1 of 3 items will prove lawful admission:</p> <p style="margin-left: 40px;">Child's Permanent Resident Alien card or I-551 stamp in the child's foreign passport or I-94 with I-551 stamp and picture attached</p> <p style="margin-left: 40px;">Photocopies of documents are not acceptable.</p>	<ul style="list-style-type: none">◆ The child was born on or after February 28, 1983 and is under age 18 when all of the following conditions are met:◆ At least one parent has been naturalized as a U.S. citizen and◆ The child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent(s), pursuant to lawful admission for permanent residence. <p>Customers will need to present the following documentation when executing these applications:</p> <ol style="list-style-type: none">1. Child's foreign birth certificate (with translation, if necessary)2. Parent's evidence of U.S. Citizenship3. Child's evidence of lawful admission (foreign passport with INS Stamp I-551, Permanent Alien Resident Card, or I-94 with I-551 stamp and picture attached) <p>The following may be needed:</p> <ol style="list-style-type: none">4. Parents' Marriage Certificate, if married or5. Parents' Divorce, Separation, or Custody Decree. <p style="margin-left: 40px;">Photocopies of documents are not acceptable.</p>
<u>Additional Application Requirements</u>	
<ul style="list-style-type: none">◆ Completed DS-11, <i>Application for Passport</i>◆ Two Identical Passport Photographs (2x2 inches)◆ Parent's Valid Identification◆ Appropriate Passport Fee(s)	

Visit our website at travel.state.gov for application forms, where to apply, and other passport and travel information.

CA/PPI/FO/CSgspf010102

Chapter 4

Names

1. Introduction

The passport is a document of identity, as well as citizenship. Therefore, the name printed in the passport should be the one that *best identifies* the bearer for all purposes. This guidance is intended to help you in determining what additional evidence *may* be required to document a name-change. Please do not argue with a customer over the sufficiency of the evidence presented. Simply advise him/her that the Passport Agency may request more because it is the Passport Agency that makes the issuance decision.

In most cases, the customer's name will be shown on the evidence of citizenship. If the customer's name doesn't match the name on his/her birth certificate or other citizenship evidence, a name-change has occurred and *must be supported by acceptable documentation*, such as a certified court order. There are many other ways a name-change might occur. After reading this chapter, you should have a better idea of how to handle most, if not all, of them.

NOTE: The customer's own name will always be written in the passport. (For example, "Dorothy Jane Black" not "Mrs. Joseph Alan Black.")

The most common name-change you will encounter is that of a spouse's surname being taken upon marriage. When the customer can list a current spouse's name on the passport application and present current identification in that married surname, no additional documentation is required. (See Section 2.A.1.)

Another common name-change occurs when, after a divorce, a previous surname is resumed. In such cases a *certified divorce decree* that specifies the surname will be resumed must be submitted. (See Section 2B.)

A less common name-change practice is the assumption of a name without a court order or marriage certificate. In these cases, the Passport Agency will need to review documentation to determine the name that best identifies the customer. (Refer to Section 2.C.)

There are other, less common, name-changes that you may encounter. This chapter will try to cover those as well.

Please note: A certified copy of a court order authorizing a change of name is acceptable by itself to document a name-change.

2. A. 1. Use of Spouse's Surname.

When a spouse's surname is taken upon marriage, the customer must list the current spouse's name on the passport application and present acceptable *identification* showing exclusive use of the spouse's surname. If the customer's identification has not yet been updated to show the new married surname, record the customer's identification and request the certified marriage certificate to submit with the application. (A *marriage license* does not show a marriage actually occurred and is not acceptable.)

Use of a soon-to-be Married Name:

Customers, who apply for a passport shortly before being married, must apply in their present name. The passport may later be amended at no charge after the marriage to show the new married surname. (See Chapter 11.)

2. A. 2. Use of Hyphenated Surname.

A customer, who hyphenates his/her birth surname with a spouse's surname upon marriage, may do so if the current spouse's name is listed on the passport application and acceptable identification is presented showing exclusive use of the hyphenated surname. If the customer's identification has not yet been updated to show the hyphenated surname, record the customer's identification and request the certified marriage certificate to submit with the application. (Use of hyphenated surnames by children is covered in section 5C.)

2. B. Resumed Use of a Birth or Previous Married Surname.

A married, divorced, or widowed customer, who uses his/her *birth or previous married surname* exclusively, must provide acceptable identification in that name. If a previous married surname is used exclusively after remarriage, the customer must provide

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Names

acceptable identification in that surname, legal documentation (court order, marriage certificate or divorce decree) that entitles him/her to use that name, or evidence that he/she has used the name exclusively for at least five years.

Use of a Previous Married Name:

A customer using a previous married surname, must provide information regarding that marriage. Since the passport application form only has space to list the most recent marriage, the customer must provide on a separate piece of paper all ex-spouses' names, dates and places of birth and reasons for termination of the marriages (typically death, divorce, or annulment). Have the customer also include his/her current name and date of birth (as an identifier, in the unlikely event of papers becoming separated). When you complete the execution process, staple the previous marriage information sheet to the application along with the other documents being submitted. It will become a permanent part of the application file. (See "Previous Marriage Information Sheet" on page 22a. It may be reproduced to have on hand.)

2. C. Informal Change of Surname(s), or When a Last Name is Assumed.

When a surname has been changed informally, without a court order or a marriage certificate, a customer must provide acceptable documents of identity in the assumed surname *only* and at least three public records (e.g., school records, military records, employment records, tax records) showing exclusive use of the assumed surname for *at least* five years. (At least one record must be more than five years old to document an informal change of surname for passport purposes.) In place of *one* public record, you may accept two or more affidavits from individuals, who can attest that they have known the customer by both names, and that the assumed name has been used *exclusively* for at least five years.

Note: If the assumed name has been used for *less* than five years, it may be included as a "Known As" name in the passport. If this is

the case, record the customer's identification, and have the customer sign both names in the signature block on the passport application. The Passport Agency will examine the evidence and determine whether to list a "Known As" name in the passport. For more information on "Known As" names, see Section 4 of this chapter.

2. D. Given Name Recorded Incorrectly or Not Recorded at Birth.

If a customer's birth certificate lists a name that was recorded incorrectly, or incompletely, in addition to the birth certificate, you should ask for an early public record, such as a:

- baptismal certificate
- hospital certificate
- early school record or
- census record

The document must show the correct name and the date and place of birth. (See Chapter 3 for more details on public records.) In place of an early public record, you may accept a DS-10A, "Birth Affidavit," that is completed and signed by an immediate blood relative of the customer's generation or older. The affidavit must state the customer's date and place of birth and explain the discrepancy in names (i.e., the parents couldn't immediately decide on a given name, the doctor neglected to record it or recorded it incorrectly, etc.).

Reminder: A certified copy of a court order authorizing a change of name is acceptable by itself to document a name-change.

3. Minor Change in Name.

Certain minor name-changes *do not* require additional documentation other than acceptable identification in the name presently used. Examples of minor name changes are:

3. A. Spelling Change.

Changing the *spelling* of the name while retaining the basic phonetic sound (for example, Jo Ann to Joanne, Smyth to Smith) is acceptable.

3. B. Adding a Given Name.

Adding a given name while *retaining* the names shown on the citizenship evidence (for example,

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John Johnson to John *Robert* Johnson, Ann Jones to *Mary Ann* Jones) is acceptable.

3. C. Dropping a Given Name.

Dropping the use of a given name when the citizenship evidence lists two or more given names (for example, *Mary Ann* Jones to *Mary* Jones or to *Ann* Jones) is acceptable.

3. D. Americanization of Foreign Given Name.

Translating a foreign given name to its *normal English equivalent* (for example, *Maria* to *Mary*, *Pietro* to *Peter*) is acceptable. The customer may want to submit a short explanation of the translation with the application.

3. E. Transposition of Names.

Rearranging the sequence of the given names (for example, *John Robert* Smith to *Robert John* Smith) is acceptable.

3. F. Using Nickname or Formal Name Instead of Legal Name.

Using a nickname or formal version of a given name is acceptable if it is a common derivative of the given name shown on the citizenship evidence (for example, *Jim* for *James*, *Susan* for *Sue*). See the next paragraph for the evidence needed to write the passport in a nickname or formal name that is *not* a logical or common derivative of the name shown on the citizenship evidence.

3. G. Partial Change in Given Name.

A customer, who has a change of given name from that shown on the citizenship evidence, but is keeping at least one given name (for example, *John Robert* Johnson to *Robert James* Johnson, *Sallie Mae* Jones to *Susan Mae* Jones), must provide, along with acceptable identification in the new name, a public record that shows the use of the new name. The public record (military, school, census, employment or tax record, or baptismal or hospital certificate, etc.) must show *exclusive* use of the assumed given name for at least *five years*. If the new name has been used for *less* than five years, it may be included on the passport as a "Known As" name (See section 4 here).

Or, in place of a public record, the customer may submit an "*Affidavit Regarding Change of Name*," form DS-60, that is completed by a person who has known the customer by *both* given names. (Refer to the exhibit on page 22 for affidavit requirements.)

3. H. Using Full Given Names In Place of Initials.

A customer may use full given names in place of *initials* as shown on the citizenship evidence, if he/she provides, along with acceptable identification in the full name, a public record that shows the use of the full name.

3. I. Using Initial(s) In Place of Full Given Name(s).

A customer may use one or more initial(s) instead of the full given name(s) shown on the citizenship evidence (for example, *John Francis* Reilly to *John F. Reilly*, *Francis Scott* Fitzgerald to *F. Scott Fitzgerald* or *S.F. Fitzgerald*). In these cases, the customer's acceptable identification showing the use of the initial(s) is sufficient.

4. "Known As" Name.

A customer might use two names, a legal name and a "Known As" name. This is more typical with entertainers, members of religious orders, people who have adopted the use of another name for personal reasons (such as a child taking a stepparent's surname), or as mentioned before, a person who has assumed a new name and has used it for less than 5 years.

Note: In order for the passport to be issued with a "Known As" name, the customer *must sign both names* on the application.

4. A. Professional or Religious Names.

Some customers may use a *second* name, often for professional or religious reasons, while still keeping their legal name. The second name can be included in the passport as a "Known As" name. The customer must *sign the application in both names* (for example, "Albert Harris K-A Jack Frost,"

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"Mary Eileen Donahue K-A Sister Mary Therese"). If the "Known As" name is used for personal or professional reasons, the customer must submit at least three public records (school records, military records, employment records, tax records, etc.) showing use of the "Known As" name. Or, in place of one of the public records, two or more affidavits may be submitted that are completed by persons who have known the customer by both names and can attest for what purpose(s) the customer uses each name. Additionally, acceptable identification in the "Known As" name must be presented. To document a religious "Known As" name, identification in that name is generally sufficient.

4. B. Use of Previous Legal Name as "Known As" ("AKA") Name.

If the customer uses a *previous* legal name (for example, a birth name or previous married name) as a "Known As" name, acceptable identification must be provided in that name. The application must clearly show how the name was acquired. For example, if the name is from a previous marriage, the customer must provide prior marriage information on a separate sheet of paper to be submitted with the application. (Refer to boxed text in Section 2B.)

5. A. Use of Stepparent's Surname.

Customers may request a child's passport to be issued in a stepparent's surname. A certified court order name-change or adoption decree that shows the name-change is acceptable by itself to document a child's surname change.

When a child's surname has been changed *informally*, it is extremely important to establish that the child has been using a stepparent's surname with the approval of the parent(s), therefore *written consent of the natural parent(s)* is required in the form of one, or more of the following:

- An affidavit from the parent(s);
- execution of the child's passport application by the parent(s), or
- the parent(s) signing the child's application in your presence.

If the other parent is deceased, request the death certificate. If the whereabouts of the other parent is unknown, a statement to that

effect must be submitted by the parent executing the application. Additionally, public records, such as medical or school records, are needed to document the exclusive use of the new surname for at least *five years*. (If the child is under five years of age, or if the stepparent's surname has been used for less than five years, the stepparent's surname must be written as a "Known As" name.)

Note: A child may use a stepparent's surname as a "Known As" name if the documentary evidence to establish sole use of the stepparent's surname cannot be met.

5. B. Change of Surname for a Child Pending Adoption.

An adopted child usually acquires a new name through the adoption process. Generally, once an adoption is final, the citizenship evidence is amended to reflect the adoptive name. A customer must submit the certified adoption decree *only if the citizenship evidence does not reflect the name-change*. If the adoption has not been finalized, but the child is using the adoptive name, a *limited passport* may be issued in the *adoptive name*. In these cases, request the legal documentation associated with the adoption to submit along with the application. The passport may be extended to its full validity when a certified copy of the *final* adoption decree is provided. (See Chapter 3, Section 1.A.10 for more information.)

5. C. Use of Hyphenated Surname by a Child.

If the surname on a child's citizenship evidence is not hyphenated (or "joined"), the passport may reflect both natural parents' surnames when the following are provided:

- notarized affidavits from both parents attesting that the child uses the hyphenated surname exclusively; and
- The long-form birth certificate listing both parents' surnames.

In this case, no minimum time usage by the child is required.

An alternative method of documentation requires a minimum of *five years'* exclusive use of the hyphenated surname. At least three

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public records (such as school or medical records) showing *exclusive* use of the hyphenated surname for at least five years (or *life*, if the child is less than five years old) must be submitted. In place of one public record, *two or more* affidavits that are completed by persons who have known the child by both surnames (if a non-hyphenated surname was ever used), and can attest that the child has used the hyphenated name exclusively for at least five years (or *life*) may be submitted. If the surname has been used for *less than five years, or less than life*, it must be written as a "Known As" name.

Note: The order of the surnames should appear in the same order as the child uses them.

5. D. Child's Assumption of Parent's Birth Surname.

Occasionally, when a parent resumes use of a birth surname (i.e., after a divorce), the children do too. If a child has assumed the birth surname of one parent (without a court order name-change), the following documents must be provided:

- the written consent of *both natural parents* to the name-change (such as child's application executed by parent, parent's signature on application to identify child, or parent's notarized affidavit); or
- two or three public records showing exclusive use of the assumed surname for at least five years, and an affidavit from the parent(s) consenting to the child's use of the parent's birth surname. If the assumed name has been used for less than five years, it may be included as a "Known As" name. (See section 4).

5. E. Use of Legal Guardian's Surname.

When the whereabouts of the natural parents are unknown or they are deceased, a child may assume the legal guardian's surname. In such cases the guardian must

provide evidence of legal guardianship (such as a certified court order of guardianship) and public records, (such as medical or school records), showing the child's exclusive use of the guardian's surname for at least five years. If the whereabouts of the parent(s) are unknown, the guardian must also provide a notarized affidavit to this effect. If the natural parent(s) are deceased, the death certificate(s) must be provided.

If the assumed surname has been used for *less than five years*, it may be included as a "Known As" name if documentary evidence as outlined above is provided. (Remember: a certified court order name change is sufficient by itself.)

6. Titles, Prefixes, Suffixes.

Professional or Academic Titles are not acceptable on passport applications and do not appear in passports.

Religious titles are acceptable as part of a "Known As" name. (Examples: Eileen McGuire "Known As" Sister Mary Therese; Joseph O'Brien "Known As" Father Joseph O'Brien.)

Prefixes such as Mr., Mrs., Ms., and any other prefix, are not acceptable.

Suffixes such as Jr., Sr., I, II, III, etc., are acceptable as part of a name.

Remember: Do not request affidavits when a name-change occurs due to marriage. (Refer to section 2.A.1.)

7. Form DS-60, "Affidavit Regarding Change of Name."

Other than when documenting a partial change in given name, a DS-60, "Affidavit Regarding Change of Name" is used to support name-change documentation or replace one public record for a name-change. Generally, affidavits alone are not sufficient documentation. The amount and type of documentation needed depends upon the type of name-change.

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Step-by-Step Guidelines for Completing Form DS-60.

(Numbers in parentheses refer to the item numbers shown on page 22b, which is a facsimile of the form itself.)

Note: Affiant refers to the person completing the affidavit.

(1) Required Information.

The form must be completed in full. It is important that the date the customer assumed the present name, and the number of years the affiant has known the customer by each name be completed.

(2) Explanatory Statement.

The affiant must provide details regarding the customer's name-change. The affiant, preferably a blood relative, must have personal knowledge of the customer's use of both names. The affiant must indicate whether the assumed name is used *exclusively for all purposes or* as a "Known As" name. If the assumed name is used as a "Known As" name, the affiant must indicate for what purpose each name is used.

(3) Identification and Signature of Affiant.
Be sure the affiant's printed name is legible and a complete address is provided. The affiant must be identified to your satisfaction. Record the identity documentation in detail on the form.

(4) Execution.

Affidavits regarding a name-change must be executed before a Passport Agent or notary public.

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Previous Marriage Information Sheet

CURRENT INFORMATION:

Your name: _____

Your date of birth: _____

EX-SPOUSE'S INFORMATION:

Full name: _____

Date of birth: _____

Place of birth: _____

U.S. Citizen? _____

PRIOR MARRIAGE INFORMATION:

Date of prior marriage: _____

Date of termination of marriage: _____

Reason for termination:

Death _____

Divorce _____

Annulment _____

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	U.S. Department of State AFFIDAVIT REGARDING CHANGE OF NAME <i>(This affidavit need not be presented if a court order documenting a change of name is submitted)</i>	<small>OMB Approval No. 1405-0133 Expires: 11/30/2004 Estimated burden: 15 Minutes*</small>
<p>Change of name affidavits should be submitted with an application for a passport when the name which is used by the applicant is substantially different from that shown on the evidence of citizenship, or which was not acquired by a female applicant's marriage. The affiants, preferably blood relatives, must have personal knowledge of the applicant's use of both names.</p> <p>The applicant may be requested to furnish additional documentation to support the change of name. Final determination as to the name(s) to be shown in the passport will be made by Passport Services on the basis of the evidence submitted. Completed affidavits will be retained. Copies should be made at the time of execution.</p>		
PRESENT NAME OF APPLICANT (Last, First, Middle) ① Helen Louisa (Glenn) Hernandez		APPROXIMATE DATE PRESENT NAME WAS ASSUMED 1959
FORMER NAME OF APPLICANT (Or Name Given on Birth Records) Hortense Louise Glenn		NUMBER OF YEARS YOU HAVE KNOWN APPLICANT all her life
APPLICANT'S PLACE OF BIRTH (include city or town) Kenosha, Wisconsin		APPLICANT'S DATE OF BIRTH (mm-dd-yyyy) Dec. 1, 1949
NUMBER OF YEARS YOU HAVE KNOWN APPLICANT BY PRESENT NAME NAME _____ ; BY FORMER NAME _____ <small>(Years) (Years)</small>		RELATIONSHIP TO APPLICANT (If not related, so state) Older sister
<small>USE THIS SPACE TO EXPLAIN THE VARIANCE IN THE NAME SHOWN ON BIRTH RECORDS AND THE NAME CURRENTLY USED. STATE WHETHER THE PRESENT NAME IS USED EXCLUSIVELY FOR ALL PURPOSES OR IS USED AS A "KNOWN AS" NAME. (Continue on reverse, if necessary)</small>		
② When my Sister was in the 5th grade she decided to change her name to Helen. My parents registered Helen in school under that name the next year. Since then she has always used Helen for all purposes.		
<small>WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith, including this form, may be punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001 and/or 18 U.S.C. 1542.</small>		
PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS AUTHORITIES: The information solicited on this form is requested pursuant to provisions in Titles 8, 18, and 22 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a, 212, and 213, and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR). Also, as specifically noted, pursuant to 26 U.S.C. 6039E. PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport. The information may also be used in connection with issuing other travel documents or evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad. ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications, and for law enforcement and administrative purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties or to investigate or prosecute violations of law. The information may also be made available to private U.S. citizen 'wardens' designated by U.S. embassies and consulates. Failure to provide the information requested on this form may also result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.		
<small>*Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.</small>		
<small>I solemnly swear (or affirm) that the information given by me above is true to the best of my knowledge and belief; that the applicant named above has been known by both his or her present and former names as stated and is one and the same person; that the applicant is known by his or her present name to friends and relatives, and in the community in which he or she is residing.</small>		
③ Elizabeth Glenn Tucker <small>(Printed or typed name of affiant)</small>		③ Elizabeth Glenn Tucker <small>(Signature of affiant)</small>
<small>TX DL # 86501131 exp. 2004</small> <small>(Identifying document submitted: type of document, date of issuance or expiration, serial number)</small>		
<small>2581 San Jacinto Blvd., Austin TX 78705</small> <small>(Address of affiant; number and street, city, state)</small>		
<small>④ Subscribed and sworn to (affirmed) before me this 21st day of Dec. 2001</small> <small>at Austin, TX Main P.D.</small>		
<small>(Passport Agent, Postal Employee, Clerk of Court or Notary Public)</small>		

DS-60
12-2001

Sample Form DS-60, "Affidavit Regarding Change of Name"

Chapter 5

Photographs

1. Introduction

Passport Acceptance Agents are responsible for ensuring that the photographs submitted are an accurate likeness of the customer. Passport photograph requirements are listed on the reverse of DS-11 and DS-82 passport applications.

Note: When examining the photographs and establishing the customer's identity, you should be certain that the person pictured in the photographs is the person applying for the passport. **Never** accept a passport application without accompanying photographs.

2. Photograph Requirements

Normally, you should not accept photographs that do not meet the requirements listed below. If necessary to avoid controversy with the customer, you may accept and submit deficient photographs with a brief explanatory note. Please advise customers that unacceptable photographs may delay issuance of the passport.

2. A. Submission of Photographs.

Without exception, photographs must be submitted at the time the application is executed.

2. B. Quantity and Age.

The customer should present two *identical* photographs sufficiently recent (taken within the past six months) to be a clear likeness of the bearer.

2. C. Acceptance of Digitized Photographs

You can expect to see a lot of digitized photographs. Unlike the conventional wet print process and Polaroid instant process photos, digital photos are produced on a printer. Well-done digitized photos are difficult to distinguish from non-digitized photos. But some printers produce photographs that are grainy in appearance. It is important to apply the same criteria that we currently use for non-digitized photographs, that is, those that are grainy in appearance should not be accepted.

2. D. Acceptance of Prints.

Automatic and self-developing (instant) prints are acceptable if they meet all passport specifications. Most vending machine photographs are not acceptable for use in passports. Newspaper and magazine prints are not acceptable, nor are certain self-developing prints (typically of the plastic-laminate type characterized by paper borders and a black backing).

2. E. Color or Black and White.

Passport photographs may be in color or black and white. Black-and-white photographs that have been tinted or otherwise colored are not acceptable; neither are prints that have been retouched to alter the subject's appearance; minor retouching to eliminate background shadows is acceptable.

2. F. Background.

Photographs should have a plain white or light-colored background. Prints retouched to remove background shadows and lines are acceptable and even helpful as very light backgrounds enhance the contrast with facial features and make identification easier.

2. G. Size and Image Specifications.

Passport photographs must be 2 x 2 inches in size. The image size measured from the bottom of the chin to the top of the head (including hair) should not be less than 1 inch nor more than 1 3/8 inches. (Note: Infants pose a particular challenge for photographers. Image size and clarity of focus work against each other, eyes are not always wide open, and often the subject's head must be discreetly supported. The goal is the best likeness of the child that can be reasonably obtained. If this is not possible, an explanatory note regarding substandard image size, background, etc., indicating that this is the best image achievable is helpful.)

2. H. Pose.

Photographs must be clear, front view, full face, with a plain, light (white or off-white) background.

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Photographs

2. I. Appearance.

A passport photograph serves to identify the bearer. If glasses, a hearing device, a wig, or similar articles are normally worn, they should be worn when the photograph is taken. Dark glasses or nonprescription glasses with tinted lenses are not acceptable, unless required for medical reasons. Passport Services may require a written statement or medical certificate to support the wearing of such glasses in passport photographs.

2. J. Attire.

Photographs should be taken in normal street attire without a hat or other headgear unless the headgear is part of religious attire that is worn daily (an exception can also be made for documented medical reasons). A person who wears such headgear daily should include a signed statement to that effect with the application. Uniforms, or clothing that looks like a uniform, should not be worn in passport photographs.

2. K. Signatures on Photographs.

Passport Services does *not* require customers to sign the photographs submitted with applications (There is an important exception regarding hand-carried applications, see page 43). Photographs which are already signed on the back, however, are acceptable.

3. Attaching Photograph to Application.

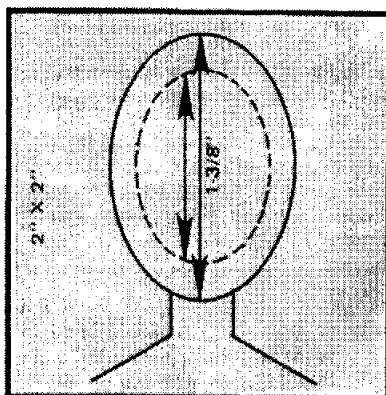
Attach one photograph to the application within the space provided, with four staples, one in each corner, taking care to secure the photo without damaging the image area. Align the upper right corner of the photograph with the upper right corner of the photo block. The photograph should not cover any information entered on the application. Attach the other photograph to the application with other documents, as explained in Chapter 10. Be careful not to impress the seal on either photograph, or to damage the image area with staples or clips.

Use the accompanying composite exhibit as a guide for acceptance of passport photographs. Please advise customers of the size, image, and quality standards applicable to passport photographs. If a customer insists, you may accept photographs that do not meet all passport requirements, but inform the customer that new photos may be requested by the Passport Agency when the application is reviewed. You may assist customers and photography professionals in their endeavors to produce acceptable passport photographs by sharing the contents of this section.

Chapter 5

PASSPORT PHOTOGRAPH REQUIREMENTS

The passport applicant is required to submit, with the passport application, two identical photographs which are sufficiently recent (normally not more than 6 months old) to be a good likeness of and satisfactorily identify the applicant. They must meet the following requirements:



Actual size of passport photograph to be submitted.

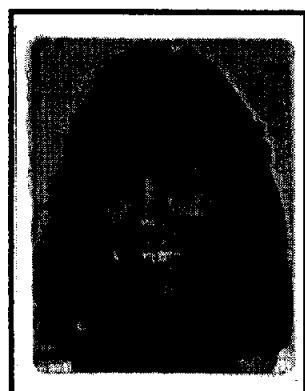
SIZE: Photographs should be 2 x 2 inches in size. The image size measured from the bottom of the chin to the top of the head (including hair) should be not less than 1 inch nor more than 1-3/8 inches.



Actual size of photograph to be put in passport.

Photographs may be in color or in black and white. They must be clear images and have a plain white or light-colored background. Digitized photos are acceptable if they meet the same criteria as required for conventional photographs. Photos that are grainy in appearance should not be accepted. (See page 23, section 2.C.) Automatic and self-developing (instant prints) are acceptable if they meet passport specifications. Most vending machine photographs are not acceptable. Newspaper and magazine prints are not acceptable, nor are self-developing prints of the plastic-laminate type characterized by paper borders and black backing. Photos with coatings should not be accepted.

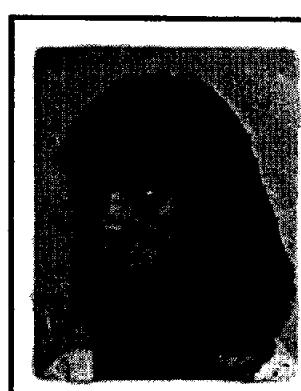
SAMPLES OF UNACCEPTABLE PASSPORT PHOTOGRAPHS



Background too dark



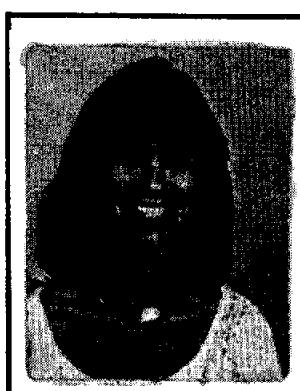
Too light



Side view



Image size too large



Too dark and too small



Image size too small

Chapter 5

Photographs

Chapter 6

Lost and Damaged Passports

1. Review of Application.

The customer must indicate on the DS-11, "Passport Application" if he/she has had a prior U.S. passport and if so, provide complete information about that passport. If this is not recalled, the approximate month and year of issue should be indicated.

When the customer has a passport that may still be valid, but cannot submit it (for any reason), he/she must provide a signed DS-64, "Statement of Lost or Stolen Passport," regarding the loss or theft of that passport. When the previous valid passport has been damaged, altered or mutilated, but can be submitted, the customer must provide a signed, detailed statement on a separate piece of paper to submit with his/her application. (See section 5 below.)

Note: A regular fee passport issued to anyone age 16 and over is valid for 10 years (unless specifically limited to a shorter period of time). A regular fee passport issued to anyone under age 16 is valid for five years. Passports limited to less than the normal validity period are considered "potentially valid."

2. Loss of a Valid Passport.

The loss of a U.S. Passport is a serious matter. Lost or stolen, valid passports should always be reported immediately. Advise customers to submit the form DS-64, "Statement Regarding Lost or Stolen Passport," to the nearest Passport Agency or, if abroad, the nearest American Embassy or Consulate. If stolen, the theft should be reported to the police authorities where the theft occurred.

3. Application for Replacement of a Lost or Stolen Passport.

If a customer wishes to obtain another passport, he/she must execute a Form DS-11, "Passport Application," present acceptable identification, evidence of citizenship, two new photographs and the required fee(s). In addition, a completed Form DS-64, "Statement Regarding Lost or Stolen Passport," must be submitted. Brief notations such as "lost," "stolen," or "burned" are not sufficient. Statements must include details of the circumstances regarding the loss or theft.

Advise customers that if a lost passport is recovered after the issuance of a new passport, they should immediately send the recovered passport with a brief explanation of the circumstances to the Passport Agency that issued the replacement passport.

4. Loss of Passport by a Foreign Embassy or Consulate in the United States.

If the passport was lost after being sent to a foreign embassy or consulate for a visa, the following information must be included on the DS-64 regarding the loss:

- name and location of the embassy or consulate where the passport was sent;
- exact date it was sent;
- type of mail service used;
- who sent the passport (customer, relative, travel agent, airline, etc.);
- from where it was sent to the embassy or consulate;
- information given by the embassy or consulate concerning the non-receipt or loss of the passport.

This information may be included on a separate sheet of paper if there is not enough room on the DS-64. Attach the DS-64 to the application along with the other documents being submitted.

5. Damaged Passports.

The passport must not be damaged, altered or mutilated by the customer in any manner. A customer, who submits a damaged (altered or mutilated) passport, must also submit a signed, detailed statement explaining the circumstances surrounding the damage. If the customer is applying for a new passport, he/she must complete and execute a DS-11, present acceptable identification, submit two new photographs, pay the required fee(s) and submit evidence of citizenship.

A customer cannot use a damaged passport as identification when applying for a new passport.

Note: When available, customers must forfeit damaged passports. Damaged passports are usually retained by the Passport Agency. However, a customer may request a damaged passport be cancelled and returned by submitting a statement to that effect.

Chapter 6

Lost and Damaged Passports

6. Form DS-64, "Statement Regarding Lost or Stolen Passport."

Any time a valid or potentially valid passport has been lost or stolen, it should be reported to Passport Services. When a customer is applying for a new passport he/she must also complete a detailed DS-64 "Statement Regarding Lost or Stolen Passport."

Step by Step Guidelines for Completing Form DS-64.

A sample DS-64 is shown on page 29. (Numbers in parentheses refer to the item numbers on the form.)

(1) Identifying Information. The customer's current name and address must be indicated. If the missing passport was issued in another name, have the customer also note that name.

(2) Passport Data. As much information as is known is required, i.e., passport number, date and place of issue.

(3) Questions. As much detail as is known should be included. A new passport cannot be issued without complete information regarding the previous valid passport.

(4) Certification. The customer must sign and date the statement. It need not be executed nor notarized.

7. Limitation and Extension of Replacement Passports.

Passports issued to replace lost, stolen, or mutilated valid passports are normally issued for the full period of validity. However, there may be circumstances in which the replacement passport is limited to a shorter period of time. In all cases, the replacement passport will have an endorsement on the back page. When a limited replacement passport expires, the bearer may request that the passport be extended to full validity, at no charge, by completing a DS-19 "Passport Amendment/Validation Request" (see Chapter 11). An Acceptance Agent can forward a

DS-19 extension request along with other passport applications as a courtesy, or the customers can mail DS-19s directly to:

**Charleston Passport Center
1269 Holland Street, Bldg. 643
Charleston, SC 29405**

If a customer is overseas, the limited passport should be brought to the nearest U.S. Embassy or Consulate for extension. Refer to Chapter 11, Section (3) for more information on the form DS-19 and extending a limited passport.

There is no fee for extending a limited passport. However, if the customer wants expedited service, the Expedite Fee must be submitted with the application. (Refer to Chapter 8 for information on Expedite Fees.)

If a customer recovers a lost passport after a limited passport is issued, he/she should submit *both* passports with a completed DS-19, so the recovered passport can be canceled and the limited passport extended to full validity. If the customer prefers the limited passport be canceled, a signed request should be enclosed. Advise customers that generally a passport previously reported as lost or stolen should not be used for travel under any circumstances.

8. Identity Theft Reporting

Victims of identity theft should report all such incidents to local police. Additionally, you may advise passport customers that they can report identity theft to the Federal Trade Commission.

Contact the Federal Trade Commission
Identity Theft Hotline at:

Toll-free: 877-433-4338
www.ifccfbi.gov

Chapter 6

Lost and Damaged Passports



U.S. Department of State STATEMENT REGARDING LOST OR STOLEN PASSPORT

INSTRUCTIONS

A United States citizen may bear only one valid or potentially valid passport at a time, except as otherwise authorized by the U.S. Department of State. It therefore is necessary to submit a statement with an application for a new passport when a previous valid or potentially valid passport cannot be presented. This statement must be set forth in detail why the previous passport cannot be presented.

IDENTIFYING INFORMATION TYPE OR PRINT IN INK IN WHITE AREAS ONLY

NAME

FIRST NAME MIDDLE NAME
Andrew ① | Payne

LAST NAME

Franklin

SEX

Male FemalePLACE OF BIRTH
New Jersey

City, State or Province, Country

ADDRESS (Street, City, State, ZIP Code)

123 Fieldstone Court #18, Greenwich CT. 02382

LOST/STOLEN PASSPORT INFORMATION

HOW WAS PASSPORT LOST OR STOLEN? I gave it to a friend to get visas
and it got lost by the embassy.

WHEN WAS LOSS DISCOVERED? Yesterday

WHERE DID LOSS TAKE PLACE? In the mail from the embassy

IF STOLEN, WERE POLICE AUTHORITIES NOTIFIED? Yes No IF YES, STATE WHERE AND WHEN

WHAT EFFORTS HAVE YOU MADE TO RECOVER THE PASSPORT? Checked with the embassy
and the Post Office.

HAVE YOU HAD PREVIOUS PASSPORTS LOST OR STOLEN? Yes No IF YES, GIVE DATE (mm-dd-yyyy) AND PARTICULARS,
INCLUDING NUMBER OF PASSPORTS LOST OR STOLEN.

WARNING

False statements made knowingly and willfully in passport applications or in affidavits or other documents submitted with passport applications are punishable by fine and/or imprisonment (18 U.S.C. 1001 and 1542). Passports reported lost or stolen are entered into lookout systems and will be considered invalid at ports of entry. Use of a lost or stolen passport could result in prosecution for the misuse of a United States passport (18 U.S.C 1544).

CERTIFICATION I, the undersigned, certify that the information furnished herein is correct and complete to the best of my knowledge and belief, and that I have not given my passport to another person or disposed of it in an unauthorized manner. If I subsequently find or recover it, I will immediately return it to Passport Services (Attention: Correspondence Branch), U.S. Department of State, Washington, DC 20522-1705 or to the nearest Passport Agency.

4

Date (mm-dd-yyyy) 11-8-01

Signature Andrew P. Franklin

In accordance with 5 CFR 1320 5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number.

Chapter 6

Lost and Damaged Passports

Chapter 7

Evidence of Identity

The Acceptance Agent is the most important person in determining the legitimate identity of the vast majority of customers. Properly recorded identification helps customers obtain passports without delays. However, a small number of citizens and non-citizens will try to obtain passports to which they are not entitled. Your observations are essential in helping detect these people. This is accomplished without customers ever knowing your suspicions.

1. The Total Picture.

Look at the whole person. A customer's bearing, mannerisms, speech, overall appearance, and evidence of identity should be consistent. For instance, a person of an age and with an occupation that would normally require acceptable identification, but claims not to have any, should cause you to look more closely. Other examples:

Unfamiliar ID, or ID issued from outside your State, should cause you to be more alert.

Inability to present ID is highly unusual. The customer should be able to present some identification documents, even if they are not acceptable in and of themselves.

Nervousness in response to routine questions should be noticed.

The signature should be effortless. Any hesitancy or labored effort when signing should be noted.

Trouble understanding, reading or writing English, if the customer alleges birth and continued residence in the U.S. from an early age, should be noted.

Keep in mind that the United States is a very diverse country, with many new citizens who come from other places. This, at times, may account for nervous behavior or difficulty with the English language.

These indicators do not necessarily mean that the customer is not the person he/she claims to be. In many cases, there are logical explanations for these seeming anomalies.

lies. But, the presence of one or more indicators means that the Passport Agency must be notified. Whenever you detect a discrepancy or, for other reasons, you are not totally satisfied with a customer's identity, complete an "*Acceptance Agent's Observation Checklist*" (see page 36a) and attach it to the application.

Note: If passport fraud is suspected, do not ask too many questions. After the customer has left, complete an "*Acceptance Agent's Observation Checklist*" and attach it to the application. These applications should be mailed directly to the attention of your Regional Passport Agency's Fraud Prevention Manager. (See page 36a.)

2. Who Must Submit Identification.

A customer, who is applying on a DS-11 must be identified by one of the methods explained below. You should be satisfied that you have accurately identified the customer. Additional evidence of identity may be requested as you deem necessary.

3. Methods of Identification.

The customer must be identified by documentary evidence whenever possible. Only in very unusual cases is it necessary to identify the customer by other ways. (Remember that the inability to present identifying documents is in itself unusual.)

You can use one or more of the following methods of identification:

- documentary evidence (such as a driver's license);
- personally known to Agent;
- affidavit of identifying witness; and
- personal discussion, plus secondary evidence.

If you suspect fraud: Complete the application process. Never turn away a customer from applying for a passport if you think fraud is a possibility. After the customer has left you can complete an "*Acceptance Agent's Observation Checklist*".

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Evidence of Identity

4. Documentation of Identification (ID).

Completely record the document(s) or method used to identify the customer on the DS-11, "Passport Application," in Section 23a. To be acceptable, the document(s) of identity must:

- Readily identify the customer (or for children: the customer's parents/guardians)
- Have a signature
- Contain a photograph or physical description.
- Not be altered or changed in any way

If a normally acceptable document of identity was issued so long ago that it no longer readily identifies the bearer, request additional ID.

Note: Birth, baptismal or hospital certificates are *not* evidence of identity. The only documents of citizenship that may also serve as documents of *identity* are:

- Valid or recently expired U.S. passports
- Recently issued Certificates of Naturalization or Citizenship with photograph attached

4. A. Primary Documents of Identity.

The following documents are generally acceptable if they readily identify the customer:

- Previous U.S. passport
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee identification card (Federal, State, municipal)
- Driver's license (not temporary nor learner's permit)
- Aircraft pilot's license issued by the Department of Transportation, FAA
- Official military identification card

4. B. Documents – Acceptable With Discretion.

You may accept the following documents if they are familiar to you, are issued in the past 15 years, and readily identify the customer (multiple documents are preferred):

- Government-issued identification cards, (particularly for persons who do not drive due to age or disability)
- Work or industrial identification card
- School or college identification card
- Expired driver's license

4. C. Documents - Not Acceptable.

The following documents are *not* acceptable by themselves as evidence of identity, al-

though they may be useful as supporting evidence in determining identity:

- Selective Service System (draft) card
- voter registration card
- Medicare card or other health card
- Social Security card
- Learner's or temporary driver's permit;
- credit card of any type
- membership card in local social organization or club
- any temporary identity card or document
- expired identity document that no longer serves to identify the bearer

Note: Although some poorly documented persons may acquire state-issued or municipal-issued ID for fraudulent purposes, many customers, who would not be expected to drive i.e., the elderly, disabled, and those whose lifestyle or beliefs preclude driving, depend on such identification. Do not turn away a customer or reject an application because such an ID card is presented. (See page 31, Section 2.)

4. D. Recording Identification.

On the application, record the identification document(s) and methods used to identify the customer. Note:

- Type of documents, i.e., driver's license, passport
- Place of issue or name of issuer
- Number
- Date of issue and expiration (period of validity)
- Complete name in which ID was issued

You may use standard abbreviations, such as "D.L." for driver's license, "Univ." for University, "NY" for New York, etc. If you are unfamiliar with the documents presented, or run out of room on the application you should include a copy of the document(s) with the application.

Note: Hospital or baptismal certificates and other documents with personal significance can be useful in helping to determine someone's identity, although they are *not* acceptable by themselves.

5. A. Personally Known to Agent

If the customer lacks primary documents of identity and is personally known to you, note

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Evidence of Identity

this fact in the identification block of the DS-11. To use this method, you must have known him/her well for more than two years.

5. B. Recording "Personally Known."

If you personally know the customer, you may write the words "Personally Known" in the identification block and the number of years you have known him/her.

Caution: Before using the "personally known" method of identification be sure that you really do know the person, well enough to be certain, before using this method of identification.

6. A. Form DS-71,

"Affidavit of Identifying Witness."

A customer who has insufficient or unacceptable ID may use an identifying witness. A witness must:

- Be at least 18 years old
- Be a U.S. citizen/national or a permanent resident alien of the United States
- Present acceptable identification
- State that the passport customer has been known for at least two years
- Appear along with the customer to independently fill out the affidavit before the same Acceptance Agent that executes the application.
- Complete all the information on the affidavit form in full

Before a DS-71, "Affidavit of Identifying Witness" form is executed, record the document(s) of identification submitted by the witness on the affidavit (refer to the sample DS-71 on page 36). If you have knowledge or think that the witness is not being truthful, or if you observe the witness needing assistance from the passport customer, note your observations on a "Acceptance Agent's Observation Checklist" after they leave. (See page 36a.)

Note: An "Affidavit of Identifying Witness" is not a substitute for acceptable identification. Along with the DS-71, record the customer's insufficient or unacceptable identity documents. Attention should be taken with all customers whose age and occupation indicate that they should have acceptable identity documents. If an identifying witness presents newly issued identification, examine the application carefully for other indicators.

If you suspect fraud, do not reveal your suspicions. Complete the application acceptance process in a polite and congenial manner. After the customer and witness leave, complete an "Acceptance Agent's Observation Checklist" and attach it to the application. Applications that you think warrant additional review should be sent directly to your Regional Passport Agency, to the attention of the Fraud Prevention Manager. Make copies of the "Acceptance Agent's Observation Checklist" (on page 36a) to have on hand.

6. B. Recording Affidavit of Identifying Witness.

If a customer is using an "Affidavit of Identifying Witness" to supplement insufficient or unacceptable ID, note on the application that the affidavit is attached. On the DS-11, record the ID presented and attach copies if more than one document is presented.

6. C. Step by Step Guidelines for Completion of Form DS-71,

"Affidavit of Identifying Witness."

The identifying witness must be a U.S. citizen/national or a permanent resident alien of the United States and must be known by the passport customer for at least two years. The witness must submit his/her own acceptable ID. Numbers in parentheses refer to the item numbers on the DS-71 form. (See page 36.)

An Identifying witness must be able to independently complete the DS-71, without prompting or assistance.

(1) Customer's Name. The witness must provide the passport customer's full name.

(2) Basis of Knowledge. The witness must describe his/her relationship to the customer, or the basis of how he/she knows the customer. In addition, the witness must indicate the length of time he /she has known the customer.

(3) Witness' Information. The witness must complete his/her full name and address.

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(4) Witness' Date and Place of Birth. The witness must provide his/her place and date of birth.

(5) Phone Numbers. Advise the witness to provide both a daytime and a home telephone number. If the telephone numbers are the same, "SAME" may be written in the block for the home telephone. The witness must check off "Yes" or "No" to the question regarding whether he/she has ever been issued a U.S. passport.

(6) Passport Information. If the witness has ever been issued a U.S. passport, information regarding the passport must be provided as completely as possible. For example, he/she should provide at least the year and place of issuance of the passport.

(7) Signatures and Seal. Administer the oath to the witness. After the witness signs, put your signature with the date in the space provided. Place your office's official seal in the indicated space.

NOTE: The witness must sign the affidavit in the presence of the same Acceptance Agent who executed the passport application.

(8) For Agent's Use Only. Record the identification presented by the passport customer and the witness and attach a photocopy of the identification document(s).

The witness must submit acceptable ID. Take the same precautions when examining the identification of the witness as when examining the identification of the passport customer. Compare the witness's signature on the affidavit to the signature on the identity document(s). Examine the document closely to determine that it identifies the witness and does not show signs of being altered in any way.

7. A. Personal Discussion.

In *rare cases*—almost exclusively involving the elderly—when acceptable documents of identity nor an identifying witness is available, you may establish identification through personal discussion. Exercise your best judgment based on all the information and evidence

available to you. Use your personal knowledge of the area, information in the telephone directory, identifying witnesses, letters and other document(s) to establish, to your satisfaction, the customer's identity. Advise the customer that the final determination is always made by the Passport Agency.

7. B. Recording Personal Discussion.

Record the details of the personal discussion on a separate piece of paper. Make and attach a photocopy of any identity document(s) presented. State whether identity was established to your satisfaction.

8. Reviewing Evidence.

If a customer is who he/she claims to be, the information on the application will be consistent with the ID presented. When reviewing the evidence, examine the ID closely to determine that:

- no alterations have been made
- the customer is readily identified, and
- the signatures on the document(s) agree with the signature on the application.

If questions arise as to the identity of the customer during the interview, or upon reviewing the identity document(s), **do not reveal your concerns to the customer.** Photocopy all identity documents. After the customer leaves, complete an "Acceptance Agent's Observation Checklist" (see page 36a) and attach it to the application. Forward the application immediately to your Regional Passport Agency. **As stated earlier, establishing and recording the true identity of the customer is the most important function of a Passport Acceptance Agent, and assisting in the detection of passport fraud is a critical component of that function.**

9. Minor Child Under Age 14.

Effective July 2, 2001 Public Law 106-113 requires both parents' or legal guardian(s)' signatures, under oath, on passport applications for children under 14, or documentation of the absence of the second parent. **Parents or legal guardians, whether U.S. citizens or not, must establish their relationship to the child and their own identity, as well as the child's citizenship.** (See Chapter 9, Section 3 for addi-

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tional information about the 2-Parent Consent Requirement for minor children under 14.)

9. A. Parental Identity

Parental identity must be determined. Each parent or guardian must present **one** of the following:

- Valid Driver's License
- Valid Official U.S. Military ID
- Valid U.S. Government ID
- Valid U.S. or Foreign Passport with recognizable photo
- Naturalization/Citizenship Certificate from INS with recognizable photo
- Resident Alien Card from INS

9. A. 1. Alternate Acceptable ID

If none of the above are available, you may accept the combination of a signature ID (e.g., Social Security card, credit card, bank card) **with** a person who can vouch for the parent(s) or guardian(s). That person must:

- Have known the parent/guardian for at least 2 years,
- Be a U.S. citizen or permanent resident,
- Have valid ID, and
- Complete an *Affidavit of Identifying Witness*, Form DS-71, in front of you.

9. B. Parental Relationship Documentation

To establish the parental or custodial relationship between the parent(s) or legal guardian(s) and the child, **one** of the following must be submitted with the application:

- Certified U.S. birth certificate with parents' names;
- Certified foreign birth certificate with parents' names;
- *Report of Birth Abroad* (FS-240) with parents' names;
- *Certification of Birth Abroad* (DS-1350) with parents' names;
- Adoption decree with adopting parents' names;
- Court order establishing custody; or
- Court order establishing guardianship.

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U.S. Department of State

AFFIDAVIT OF IDENTIFYING WITNESS

INSTRUCTIONS: See reverse side for detailed instructions.

1. APPLICANT'S NAME (Last, First, MI)

Steinfew, Sarah Rebecca

2. RELATIONSHIP TO OR BASIS OF YOUR KNOWLEDGE REGARDING THE APPLICANT

Aunt

How long have you
known applicant?

21 8
YEARS MONTHS

3. WITNESS' INFORMATION (Last, First, MI)

Thornton, Mary Frances

Street

2311 O'Henry St.

City

Boston

State Zip Code
MA. 02128

4. YOUR PLACE OF BIRTH

Brookline, MA

YOUR DATE OF BIRTH (mm-dd-yyyy)

5. DAYTIME TELEPHONE NUMBER

'617' 228-0000

HOME TELEPHONE NUMBER

'617' 319-0030

Have you ever been

issued a U.S. passport? YES NO

6. PASSPORT NUMBER

103566741

DATE OF ISSUE (mm-dd-yyyy)

04/04/98

PLACE OF ISSUE

Boston

NOTE: Read the following oath but do not sign affidavit until requested to do so by acceptance agent.

I solemnly swear (or affirm) that (1) I know or have reason to believe the above-named passport applicant is a citizen or national of the United States; and (2) the above statements are true to the best of my knowledge and belief.

11-1-99

DATE (mm-dd-yyyy)

(seal)

Mary F. Thornton
Witness to sign in presence of Acceptance Agent

Luis O. Vialdo
Signature of person authorized to accept application

Dist. Ct.
Clerk of the

Postal Employee/Passport Agent Location

FOR ACCEPTANCE AGENT'S USE ONLY
Applicant's signed ID document(s)/ID card(s)

1. Type of document
DRIVER LICENSE

Number
T324-66-01

Place of Issue
MA

Date of Issue
OR
Date of Expiration

06-30-99

2. Type of document
S

Number

Place of Issue

Date (mm-dd-yyyy)

Witness' identifying document

Passport

Certificate of
Naturalization
or Citizenship

Driver's
License

Other (Specify)

Issued in the name of

MARY F. Thornton

Date of Issue (mm-dd-yyyy)

04-14-98

Date of Expiration (mm-dd-yyyy)

04-13-08

Document Number

103566741

Place of Issue

BN.

Sample Form DS-71, "Affidavit of Identifying Witness"

Older versions of the above form, "DSP-71," may still be used.

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To be completed after the customer has left your office

Acceptance Agent Observation Checklist

Name on Application: _____
Date and Place of Birth: _____

1. Customer

- Vague/Evasive
- Overly nervous
- Needed assistance
- Difficulty speaking English
- Foreign Accent with U.S.
as place of birth
- Assisted by a third party

7. Identification (attach photocopy)

- None
- Recently issued
- Unfamiliar
- Novelty
- Altered
- Photo not a good likeness

2. Application

- Errors/Omissions
- Completed by another person
- More than one handwriting
- Foreign handwriting

8. Identifying Witness (Form DS-71)

- Vague/Evasive
- Same as Emergency Contact
- Friend/Cousin
- Needed assistance
- Previously acted for others

3. Address(es)

- Mail Drop
- PO Box/Suite
- In care of
- Commercial
- Outside the vicinity of
the acceptance facility

9. Signature

- Hesitant/Labored
- Different than on ID
(attach copy of ID)
- Foreign characteristics
- Mistakes (start & stop)

Comments: _____

4. Occupation

- inconsistent with customer's
dress and bearing
- Would not provide

5. Emergency Contact

- Friend/Cousin
- Coworker/Employer
- Not provided

6. Travel Plans

- Not provided
- Inconsistent with customer's
occupation/cultural background

Note:

- Make sure the application contains
the customer's signature and is
signed by the accepting agent.
- Attach this sheet (with any
photocopies) to the application.
- Send directly to the Passport Agency.

Referred by: _____

Facility name, location and telephone: _____

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Evidence of Identity

Chapter 8

Fees

1. A. Passport Fee and Execution Fee.

An Acceptance Agent collects the required fees when the application is executed. The passport application fee for a DS-11 *Passport Application* is \$25 for persons 15 and younger and \$45 for persons 16 and older. The execution fee is \$15 regardless of age. Passport fees are non-refundable and subject to change.

Special Note: Passport fees will increase sometime in 2002.

Note: The address on the mailer should match the mailing address on the application.) Passports for families or other groups are sent in *separate envelopes*. Therefore, if a customer is requesting a special USPS or other mailing service, a separate postage-paid, pre-addressed mailer is required for each passport application.

1. B. Federal Acceptance Agents.

You collect, but do not retain, the execution fees on regular (fee) DS-11 applications. Both the passport fee *and* the execution fee are forwarded with the application. The customer may pay both fees with one check or money order. For no-fee passport applications, Federal Agency Acceptance Agents *do not* collect passport fees nor execution fees.

Postal Acceptance Agents collect and retain the execution fee on regular (fee) *and* no-fee DS-11 applications.

A customer applying for a no-fee passport at a postal or state-local acceptance facility must pay the execution fee.

1. C. State and Local Acceptance Agents.

You collect and retain the execution fee on regular (fee) *and* no-fee DS-11 applications. The execution fee must be paid separately from the passport fee(s), directly to the acceptance facility. (Note: With the exception of the Honolulu Passport Agency's region, all no-fee passport applications are sent directly to the Special Issuance Agency in Washington, D.C. See Appendix page C for the address.)

1. D. Special Postal/Delivery Services.

Customers who want their passports delivered by USPS' Express or Priority Mail, or by commercial services, may include pre-paid, pre-addressed mailers with their applications.

All fees and other arrangements for special mailing are the *sole responsibility* of the customer.

1. E. Expedite Fee.

Customers may request expedited processing on any application (DS-11, DS-82, and DS-19) regardless of their departure date. Our National Service Commitment states: "Customers will receive their passports within 25 business days from receipt of complete applications by Passport Agencies. Those wishing to receive their passports sooner may request expedited service, which assures processing within 3 business days from receipt of applications by Passport Agencies."

The additional cost for expedited service is \$35.00 *per application* (all types). The Passport Agency will process the application within 3 business days of receiving the complete application. A single check or money order may cover both the expedite fee and passport fee(s).

1. F. Records Search Fee.

If a customer has no citizenship documents, but has had a previous passport, a passport records search may be done to verify issuance of the prior passport. Your Regional CSM may want you to check with him/her before requesting a records search for a customer.

A records search will be done only in the case of verifiable life and death emergency or imminent travel. Otherwise, the customer must obtain citizenship documentation before applying for a passport. (Refer to Chapter 3 regarding citizenship.)

Chapter 8

Fees

The fee to search passport records is \$15.00 (**non-refundable**), which is collected with the application and execution fees.

Please advise customers that although most records are retrievable, there is no guarantee that a record will be located. If the record is located, it may serve for passport issuance purposes. However, if Passport Services is unable to locate a record, a passport cannot be issued until acceptable evidence of citizenship is submitted.

1.G. Execution Procedures for Suspended Applications (AKA - Short-Pays).

The Passport Agency determines whether a passport may be issued. Customers whose applications are incomplete will be sent letters from the Passport Agency explaining the delays and specifically outlining what is needed to complete the application.

Occasionally a customer will receive a letter that requests a form DS-11 to be executed. That letter will have detailed instructions for the Acceptance Agent to follow. In most cases, the letter will instruct the customer to pay the \$15 execution fee to the Acceptance Facility. It may also request that the Acceptance Agent collect an additional passport fee.

Acceptance Agents should forward the executed application and any passport fee(s) to the Passport Agency shown on the letter. Please do **not** forward these applications to the lockbox address.

2. No Cash.

Please do not send any cash. Passport Services cannot be responsible for cash, or any other form of payment, lost in transit.

3. A. Acceptable Forms of Payment to the Department of State.

Payment of fees must be in one of the following forms:

- personal check;
- bank draft;
- cashier's draft;

- certified check;
- Acceptance Facility check;
- traveler's check;
- postal money order;
- commercial money order (American Express Co., etc.); or
- foreign check payable in U.S. currency through a U.S. bank.

Note: Major credit cards (Visa, MasterCard, American Express, Discover) are accepted when a customer is applying at a Passport Agency.

In order to be acceptable, checks or drafts must:

- Be recently dated and made payable to the "U.S. Department of State." (Post-dated checks or drafts are not acceptable.);
- Have a numerical figure and written amount that agree;
- Be drawn and signed in ink;
- Be payable in U.S. currency;
- Have the preprinted name and location (city and state) of the bank on which it is drawn; and
- Include Magnetic Ink Character Recognition.

Note: A check must show the name and date of birth of the customer it was drawn for. (List the name of each customer if the check covers more than one application.) Ask the customer to print his/her name and date of birth if the check is not preprinted to show that information.

3. B. Unacceptable Forms of Payment.

Stamps, universal and counter checks or "starter checks" (temporary checks normally given to customers who have recently opened a new checking account), "scratched" checks (checks drawn against a bank other than the preprinted bank), or other forms of payment that do not meet the criteria stated above, are not acceptable.

Chapter 9

Execution Procedures

The Form DS-11, "Passport Application," (formerly DSP-11), must be personally presented to and executed (i.e., reviewed, recorded, sworn to and accepted) before an authorized Acceptance Agent. Passport Agencies cannot accept unexecuted DS-11s.

1. Privacy Act Statement.

All passport applications (DS-11, DS-82, and DS-19), affidavits and other related forms include a Privacy Act Statement. Allow customers the opportunity to read the Statement. In addition, try to ensure that those completing accompanying passport affidavits have an opportunity to read the Privacy Act Statement.

Note: Once an application has been executed, you may not return it to the customer, except as indicated in Chapter 10 under "Hand-Carrying of Executed Applications."

2. Personal Appearance Guidelines.

The following guidelines explain who must appear in person before an Acceptance Agent to execute a passport application.

2. A. Passport Applicant.

All first-time passport customers (and those who have had previous passports but are not eligible to use the DS-82 application) must execute an application in person before an Acceptance Agent, except as explained below under "Minor Children." (For eligibility requirements for the DS-82 application, see Chapter 12.)

2. B. Minor Children.

For passport purposes, a minor child is an *unmarried* person under the age of 18.

For Information about the Children's Issuance Alert Program see Chapter 14, page 60.

2. B. 1. Age 14 Through 17 Years.

For passport purposes, a child who is 14-17 years of age must appear in person to sign a passport application.

2. B. 2. Under Age 14 Years.

Effective July 2, 2001, Public Law 106-113 requires both parents' or legal guardian(s)' signatures on a passport application for a child under age 14, or documentation of the absence of the second parent. (See page

40, 3.D. for guidance.) Parents, legal guardian(s), or person *in loco parentis*, whether a U.S. citizen or not, must personally appear and execute an application for a child who is under 14 years of age, or the applying parent must show proof of sole custody or the consent of the second parent.

Although children under 14 are not always required to appear in person, by law, they must be *physically present* in the U.S. when the passport application is executed. If there is *any doubt*, agents accepting passport applications have the right to make an exception (see below) and require children to personally appear. Applications for children outside the U.S. must be made at the nearest U.S. Embassy or Consulate.

2. C. Exceptions.

When warranted, you may make exceptions and require children under 14 years of age to personally appear. All exceptions must be strictly governed by the following considerations:

2. C. 1. Suspected Fraud.

You may require a child under 14, to appear in person if you suspect fraud or if you have reason to believe the minor is not physically in the U.S. (If you meet with outright refusal from the parent(s), attach an explanatory note to the application and forward it to the Passport Agency.)

2. C. 2. Physical or Mental Incapacity.

The execution requirement for children, age 14-17 years, may be waived in cases of physical or mental incapacity. In such cases, a parent, legal guardian, or person *in loco parentis* should execute the application. Make a note on the application stating the reason for the exception.

2. C. 3. Consent of Parents for Children 14-17.

Children 14 to 17 are not routinely required by law to submit parental consent. However a parent's check as payment and/or listing a parent(s) as emergency contact are forms of implied consent. If a parent's check is used, please write "parent's check" in the ID section.

Note: The Passport Agency may specifically request written consent if circumstances warrant it.

Chapter 9

Execution Procedures

3. Requirements for Executing an Application for a Child Under Age 14.

To execute the application of a child under age 14, both parents, legal guardian(s), or person *in loco parentis*, must:

- submit evidence of the child's U.S. citizenship;
- submit evidence that they are the parents or guardian;
- show valid personal identification.

See the handout included at the end of this chapter for a summary of application requirements for children under age 14.

3. A. Citizenship Documentation for a Child Under Age 14.

To establish the citizenship of the child, **one** of the following documents must be submitted with the application:

For a Child Born in the U.S.:

- Certified U.S. birth certificate;
- Previous fully valid U.S. passport.

For a Child Born Outside the U.S.:

- Previous fully valid U.S. passport;
- *Certificate of Citizenship or Naturalization* from INS;
- *Report of Birth Abroad* (Form FS-240) or *Certification of Birth Abroad* (Form DS-1350).

3. B. Relationship Documentation for a Child Under Age 14.

To establish the parental or custodial relationship between the parents or legal guardian(s) and the child, **one** of the following must be submitted with the application:

- Certified U.S. birth certificate with parents' names;
- Certified foreign birth certificate with parents' names;
- *Report of Birth Abroad* (FS-240) with parents' names;
- *Certification of Birth Abroad* (DS- 1350) with parents' names;
- Adoption decree with adopting parents' names;
- Court order establishing custody; or
- Court order establishing guardianship.

3. C. Parental Identity.

Parental identity must also be determined. Each parent or guardian must provide **one** of the following:

- Valid Driver's License
- Valid Official U.S. Military ID
- Valid U.S. Government ID
- Valid U.S. or Foreign Passport with recognizable photo
- Naturalization/Citizenship Certificate from INS with recognizable photo
- Resident Alien Card from INS.

3. C. 1. Alternate Acceptable ID.

If none of the above forms of ID are available, you may accept the combination of a signature ID (e.g., social security card, credit card, bank card) with a person who can vouch for the parent or guardian. The person must:

- Have known the parent/guardian for at least 2 years,
- Be a U.S. citizen or permanent resident,
- Have valid ID, and
- Fill out a Form DS-71, "*Affidavit of Identifying Witness*" in front of you.

3. D. When Only One Parent is Available to Sign for a Child Under Age 14.

One parent may sign if he/she provides **one** of the following:

- Signed statement from the non-applying parent consenting to passport issuance for the child (see page 40b of this chapter);
- Child's certified U.S. or foreign birth certificate listing **only** the applying parent;
- *Report of Birth Abroad* (FS-240) or *Certification of Birth Abroad* (DS-1350) listing **only** the applying parent;
- Court order granting sole custody to the applying parent;
- Adoption decree (if listing **only** the applying parent);
- Court order specifically permitting the applying parent's or guardian's travel with the child;
- Judicial declaration of incompetence of the non-applying parent;
- Death certificate of the non-applying parent.

If none of the above is available, the applying parent should submit a signed statement explaining why the non-applying parent's consent, for reasons other than inconvenience, cannot be obtained.

Chapter 9

Execution Procedures

3. E. When No Parent is Available to Sign the Application for a Child Under 14.

If no parent is available to sign, the third-party *in loco parentis* must appear with a **notarized written statement or affidavit** from both parents or custodial parents (legal guardians) authorizing the third party to apply for the passport. If the statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

4. Review of Application.

Carefully check the application for completeness, accuracy, and legibility; collect the required citizenship evidence, photographs, and fees; identify the customer and record the identification document/method on the application.

5. Administration of Oath.

The customer must certify that the statements in the application are true. You must ask them: **"Do you swear (or affirm) that the statements in the application are true and complete to the best of your knowledge and belief?"** They need not answer orally or raise their right hand; subsequent signing of the application is an adequate affirmative response.

6. Completion of the Application.

After the oath is administered, have the customer sign on the appropriate line. Then sign your own name, recording the current date and the name and location of your office, and applying the authorized seal of your office to the application.

7. A. Signature by a Child Age 14 and Over.

The signature of the customer on the DS-11 must agree with, but need not be *identical* to, the name on the first two lines of the DS-11.

For example, the sample DS-11 on page 5 contains the name Jocelyn Allen Drake, therefore, this customer may sign the application as shown or as "Jocelyn A. Drake," "Jocelyn Drake," "J.A. Drake," or "Josie Drake." A customer using a "Known As" name must sign the application in *both* the legal name and the "Known As" name. A married customer must use his/her own given name(s), not the given name(s) of the spouse (i.e., "Mary Smith," not "Mrs. John P. Smith").

7. B Signature on Behalf of Children Under Age 14.

A parent, guardian, or person *in loco parentis*, who signs the application for a child under age 14 should sign as "John Paul Tobler by George Warren Tobler (father)."

NOTE: The revised "DS-11" application form has space for each parent to sign in the signature area. The older forms are still acceptable if both parents sign in the signature area.

7. C. Incompetent/Unable To Sign.

An adult who has been judicially declared incompetent, or who is unable to sign the application, must nevertheless appear in person. A legal guardian may execute the application on the customer's behalf upon presentation of a certified court order appointing them guardian. Place a notation on the face of the application regarding the customer's inability to sign. A legal guardian, who signs the application for an adult declared incompetent, should sign as "Sarah Jean Jones by Mark Joseph Evans (guardian)."

7. D. Signature by Mark.

A customer who is unable to write his/her name may sign the application by mark. A signature by mark must be witnessed by a person who can attest to the customer's identity. The witness must sign the DS-11 opposite the customer's mark, complete and execute a Form DS-71, "Affidavit of Identifying Witness," (see Chapter 7, Section 6.A.), and submit acceptable identification. The customer must also submit acceptable identification of his/her own.

The signatures on the application should appear as follows:

His X Mark

John F. Gordon

Witnessed by: Henry A. Garvey

8. Execution by Deputy Clerk.

A deputy clerk, signing on behalf of the clerk, must sign his/her own full signature. If the clerk's name must appear on the application, the deputy should sign as:

"John Doe, Clerk, by *Mary Smith*, Deputy."

Chapter 9 Execution Procedures



U.S. Department of State

STATEMENT OF CONSENT:

ISSUANCE OF A PASSPORT TO A MINOR UNDER AGE 14

INSTRUCTIONS:

Complete items 1, 2, and 3.

Complete item 4a if you are a non-applying parent or guardian consenting to passport issuance for your minor child.

Complete item 4b if you are an applying parent or guardian and the written consent of the non-applying parent or guardian cannot be obtained

Sign and date item 5.

1. Name of Child Under Age 14 (<i>Last, First, Middle</i>)	2. Date of Birth (<i>mm-dd-yyyy</i>)
--	--

3. Relationship to Child

4a. Statement of consent by non-applying parent or guardian when he or she will not be present at the time the applying parent or guardian submits the child's application.

"I, _____, give my consent to the issuance of a United States passport to my minor child named on this Statement."

Please sign and date in item #5 below.

4b. Statement of special circumstances by applying parent or guardian when the written consent of the non-applying parent or guardian cannot be obtained.

Please sign and date in item #5 below.

5. **OATH:** Please read the following oath and warning before signing:

I solemnly swear (or affirm), under penalty of perjury, that all statements made in this supporting document are true.

Date (*mm-dd-yyyy*)

Signature of Parent or Guardian

Important: Please read warning below before signing

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542 and/or 18 U.S.C. 1621(a)(2).



U.S. Passport Applications for Children Under Age 14 Require Both Parents' Consent

As provided by Public Law 106-113, Section 236
Effective July 2, 2001



Both parents or child's legal guardian must:

1. Present evidence of child's U.S. citizenship and
2. Present evidence that they are the parents or guardian and
3. Show valid personal identification and
4. Sign and take oath before an authorized passport acceptance agent.

**If the second parent is not available to sign,
the appearing parent must:**

1. Do the above and
2. Present evidence of
 - sole legal custody of the child or
 - written consent of the other parent for the issuance of the passport or
 - written statement explaining why non-applying parent's consent cannot be obtained.

**If no parent is available to sign,
the third-party *in loco parentis* must:**

1. Appear with a notarized written statement or affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

The law requires that all applications be signed under oath under penalty of perjury.

**The most efficient way to apply for a child under age 14
is to present the required documentation and**

- For *both* parents to appear at the time of application, or
- If only one parent can apply, for the applying parent/guardian to present the additional documentation required at the time of application.

**See reverse for examples of acceptable evidence.
Incomplete submissions will delay passport issuance.**

The passport fees paid at the time of application are non-refundable processing fees.



For questions: Visit us at travel.state.gov
or Call the National Passport Information Center at
1-900-225-5674 or with AmEx, MC, V 1-888-362-8668
This is a fee-for-service call, not funded by tax dollars.



For Children Under Age 14: Documentation Required Citizenship, Relationship, and Identification

1. Evidence of child's U.S. citizenship, one of the following:

Born in the U.S.

- certified U.S. birth certificate
- previous fully valid U.S. passport

Born Outside the U.S.

- *Report of Birth Abroad* (Form FS-240)
- previous fully valid U.S. passport
- *Certificate of Citizenship or Naturalization* from INS
- *Certification of Birth Abroad* (Form DS-1350)
- or other evidence for first-time documentation

2. Evidence of child's relationship to parents/guardian, one of the following:

Born in the U.S.

- certified U.S. birth certificate including parent(s)' names
- adoption decree including adopting parent(s)' names
- court order establishing custody
- court order establishing guardianship and authority to apply for passport

Born Outside the U.S.

- certified foreign birth certificate including parent(s)' names
- *Report of Birth Abroad* (Form FS-240)
- *Certification of Birth Abroad* (Form DS-1350) with parent(s)' names

3. Parental identification, such as one of the following:

- valid driver's license • valid official U.S. military ID • valid government (Federal, State, local) employee ID
- valid U.S. or foreign passport with recognizable photo
- *Certificate of Naturalization* or *Certificate of Citizenship* from INS with recognizable photo
- *Permanent Resident Alien Card*

Parental Permission

1. Both parents appear or
2. Applying parent submits second parent's Form DS-3053, *Statement of Consent*, or other written statement consenting to passport issuance for child or
3. Applying parent submits primary evidence of sole authority to apply, such as one of the following:
 - child's certified U.S. or foreign birth certificate listing *only* applying parent
 - *Report of Birth Abroad* (FS-240) or *Certification of Birth Abroad* (DS1350) listing only one parent
 - court order granting sole custody (unless child's travel is restricted by that order)
 - adoption decree (listing only the applying parent)
 - court order specifically permitting applying parent's or guardian's travel with the child
 - judicial declaration of incompetence of non-applying parent
 - death certificate of non-applying parent or
4. Applying parent submits a written statement explaining why non-applying parent's consent cannot be obtained or
5. Third-party *in loco parentis* appears with notarized written statement or affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the notarized statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

Children's Passport Issuance Alert Program (CPIAP)

Separate from the two-parent signature requirement for U.S. passport issuance, parents may also request that their minor (under age 18 for this program) children's names be entered in the U.S. Passport name-check system. The Children's Passport Issuance Alert Program provides:

- Notification to a parent if a passport application is made on behalf of his/her minor child(ren), and
- Denial of passport issuance if appropriate court order(s) is on file with the CPIAP.

For more information, contact the Office of Children's Issues at:

Tel: 202-312-9700; Fax: 202-312-9743; Web Address travel.state.gov/children's_issues

Chapter 10

Handling, Assembling and Mailing of Applications

Processing of Passport Applications.

Passport applications are processed on either a *routine* or an *expedited* basis. Customers will receive passports issued from routine applications within 25 business days from receipt at a Passport Agency. Expedited applications (with payment of the Expedite Fee) will be processed within 3 business days from receipt at a Passport Agency.

Except for hand-carried applications (see Section 8 of this chapter) and no-fee applications (see Section 3.A.), submit all applications to your designated lockbox (see Appendix). (Postal Acceptance Facilities should send applications by priority mail or any overnight delivery service.) From there, the applications are forwarded to a Passport Agency or a National Processing Center by overnight delivery. Due to seasonal increases in the number of applications, workload may be transferred among the Passport Agencies to minimize processing time.

For security purposes, at no time should an unsealed, executed passport application be returned to a customer.

Emergency Service After Hours.

When a life-or-death emergency requires a person's immediate presence abroad on a weekend or after normal business hours, the customer may call the After-Hours Passport Duty Officer, at (202) 647-4000.

1. Assembling Applications.

Uniform assembly of passport applications by Agents speeds processing at the Passport Agency. Please refer to the diagrams on pages 44a-c for instructions about assembling the DS-11, "Passport Application."

There are two assembly procedures – one for a DS-11 with birth evidence, and the other for a DS-11 with a passport as documentation.

In both assembly procedures:

- the check or money order is stapled on the center, separately to the lower, left-hand side of the application, and
- one photo is aligned with the upper right corner of the photo block, attached with four staples in the corners, parallel to and close to the edge of the photo.

All DS-11 applications will include:

- Fees in the form of a check, draft, money order, etc.
- Form DS-11, "*Passport Application*"
- 2 Photographs
- Citizenship evidence (birth certificate, previous passport, naturalization certificate, affidavits, etc.) and
- Any relevant correspondence and/or statements, authorizations for no-fee passports (Form DD-1056 or other authorizations required by the Special Issuance Agency), including authorization for endorsement or other special action.

However, assembly procedures differ depending upon the type of citizenship evidence provided. Please follow the assembly instructions as diagramed on pages 44a-c.

2. Transmittal Lists.

For your own internal tracking purposes and to assist the Passport Agency in locating and accounting for applications, always include a transmittal list with the applications mailed each day. The transmittal should list, as briefly as possible:

- the name, location, and telephone number of your acceptance office
- the names, dates of birth, and telephone number of each person whose application is enclosed
- the fees collected with each application (showing fees for passport services and overnight mail separately) and
- the date of the transmittal.

Reference copies of these transmittals should be kept for at least one year.

Note: Expedite Fee Applications and routine applications *must* be on separate transmittal lists.

If you need to mail applications in more than one envelope, please include a transmittal list in each envelope.

Chapter 10

Handling, Assembling and Mailing of Applications

3. Mailing Applications.

All applications will be processed through your standard lockbox, except for hand-carried applications and no-fee applications. (See section 8, for hand-carried procedures. See sections 3.A. and 3.C. for no-fee applications.) Send all applications *daily* in a sealed, official envelope of your office. (Postal Acceptance Facilities should use priority mail or any overnight delivery service.) Enclose a transmittal list inside each envelope. (See exhibit on page 44a.)

Note: Mail Expedite Fee applications separate from routine applications with an Expedite label prominently displayed on the outside of the envelope.

In emergency cases, an executed application may be returned to the customer in a sealed envelope for hand-carrying into a Passport Agency (Refer to Section 8.)

3. A. To the Special Issuance Agency (SIA).

Mail the following applications directly to the Special Issuance Agency in Washington, DC (See address on Appendix page E):

- applications for no-fee passports for members of the Armed Forces and their dependents;
- applications for no-fee passports for civilian employees or officials of the Federal Government and their dependents;
- applications for no-fee passports for Department of Defense invitational orders personnel and;
- applications for no-fee passports for employees of Department of Defense and their dependents.

Note: Acceptance Facilities in the Honolulu Passport Agency's region should send the above applications directly to the Honolulu Passport Agency.

Peace Corps Applications: Applications for no-fee Peace Corps passports should be placed in the official Peace Corps envelope provided by the customer and mailed to :

Peace Corps Travel Office
1111 20th Street, NW, Room 7316
Washington, DC 20036

Customers with urgent departures may forward their no-fee application to their Federal Agency headquarters. Treat the application as a hand-carry. (Refer to Section 8 of this chapter for hand-carry procedures.)

3.B. To Passport Services Lockbox.

3. B. 1. Routine Applications.

Routine applications should be addressed to your Regional Passport Agency's lockbox. Your lockbox address is listed in the Appendix at the back of this guide. For example:

(Regional Passport Agency's name)
P.O. Box XXXXXX
Mellon Client Service Center
Pittsburgh, PA 15262-XXXX

For example, Postal Agents in the New York Agency's Region would use the following address:

New York Passport Agency
P.O. Box 392113
Mellon Client Service Center
Pittsburgh, PA 15262-9113

From the bank, applications are forwarded to the Regional Passport Agencies or the National Processing Centers for processing, pursuant to workload considerations at the time they are received.

3. B. 2. Expedite Fee Applications.

Address all Expedite Fee applications to your standard lockbox address, but mail them **separately** from routine work. For delivery via private delivery service, refer to the Appendix, page F(3). For example:

New York Passport Agency
Lockbox Number 392112
Mellon Client Service Center
Pittsburgh, PA 15250-9112

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Handling, Assembling and Mailing of Applications

Encourage Expedite Fee customers with urgent travel or visa needs to pay for two-way overnight delivery – both to get the application to the lockbox and to send the passport to the customer. (All applications go overnight between the lockbox and the Passport Agencies or the National Processing Centers.)

Place an "Expedite" sticker on the front of the envelope so it is easily identifiable. If stickers are not available, print "EF" in large letters.

In the lower left corner of the mailing envelope, you may write the earliest departure date in the package of applications.

NOTE: Overnight delivery service is *not* mandatory for customers paying the Expedite Fee. Since expedited service is now available upon request, rather than determined by early departure date, not all customers will need to arrange for two-way overnight delivery service. Some customers may opt for one-way overnight delivery, while others may choose to expedite only the processing of the passport.

Even with two-way overnight delivery, the time between the day an expedited application leaves your facility and when the customer receives the passport may be as long as 10 calendar days. For those areas where overnight delivery service is not available, it could take longer. Please consult your CSM for guidance where overnight delivery is not possible.

3. C. To The Special Issuance Agency No-fee Applications Only.

Send the following types of no-fee applications directly to the Special Issuance Agency. (However, in an emergency, an application may be sent directly to your Regional Passport Agency):

- applications for American National Red Cross employees and their dependents;
- applications for United Seamen's Service employees;
- applications for relatives of members of the U.S. Armed Forces buried abroad.

Special Exception: The Honolulu Passport Agency receives all types of no-fee applications accepted in their region.

4. Mailing Issued Passports.

Passport Services mails regular fee passports to the mailing address shown on the application. Generally, Passport Agencies may not mail passports to addresses outside the U.S., or U.S. Territories (APO or FPO address are okay). (Refer to Chapter 13 for information on the delivery of no-fee passports.)

5. Status Inquiries.

Encourage customers to make their own status checks on pending application to the National Passport Call Center. (See Appendix page C for detailed information.) Direct your inquiries about the status of a passport application to your Regional Passport Agency. The following information will be needed: customer's name as shown on the application, date, and place of birth; the date the passport is needed; and the date and place the application was accepted.

REMINDER: Separate expedited applications from routine applications!

6. Expedited Handling.

Our National Service Commitment states: "Customers will receive their passports within 25 business days from receipt of complete applications by Passport Agencies. Those wishing to receive their passports sooner may request expedited service, which assures processing within 3 business days from receipt of applications by Passport Agencies." The additional cost is \$35.00 per application, and two-way overnight delivery service is strongly encouraged for timely receipt.

Although an accurate departure date should be included on the application, Expedite Service is not contingent upon urgent travel plans. Proof of departure is not necessary at acceptance facilities, unless "Will Call" or "Hand-Carry" service is required (see Sections 7 and 8.)

7. "Will-Call" Service.

When time does not permit the return mailing of the passport before the departure date, you may request that it be held in the "Will-Call" section of the Passport Agency to be picked

Chapter 10

Handling, Assembling and Mailing of Applications

up. Only customers with urgent departure dates or visa deadlines may request "Will-Call" service. In all but the most urgent cases, applying at an acceptance facility is more convenient for the customer. If "Will-Call" service is elected, please check with your CSM regarding Will-Call processing and pick-up times. Write **WILL-CALL** and the required date and time of pick up in the address block (#2). Be careful not to write through the address. The customer should be advised to contact the Passport Call Center (Appendix, page C) to verify the passport is ready for pick-up. The \$35.00 Expedite Fee must be included with all Will-Call applications (except for no-fee passports).

8. "Hand-Carry" Executed Applications.

Executed applications may be returned to the customer, or an authorized third-party, in a sealed envelope, to be hand-carried to a Passport Agency, provided the customer:

- Demonstrates an imminent travel need; or
- Needs one or more visas without sufficient time to mail the application; or
- Has imminent departure and his/her Federal Agency requests that the customer forward the executed application to that Agency's headquarters.

Customers must present proof that either:

- Travel is scheduled to occur in less than 14 calendar days, or
- A visa(s) is required, and there is not enough time to obtain the visa(s)* via mail submission.

No proof is required for customers asking for return of no-fee applications to be forwarded to their Agency headquarters.

Procedures for "Hand Carries"

- a. Include proof of travel within 14 days, or evidence a visa(s) is required. Proof may be in the form of a photocopy of airline tickets, airline-generated itinerary, or a letter from the customer's employer (on company letterhead) indicating urgent business-related travel.
- b. If the customer wants a third party (such as a courier service, relative, or friend) to hand-carry the application to a Passport Agency, s/he must provide written permission to release the executed application and documentation. H/she must sign a letter authorizing a specific person or service to

hand-carry the application and/or pick-up the completed passport. The third-party may be asked to present valid identification.

- c. The \$35.00 Expedite Fee must be included with all hand-carried applications (with the exception of no-fee applications).
- d. For security purposes before executing the application, sign your signature on the reverse of the customer's photo before stapling it to the application.
- e. Place the following in an official envelope of your office under your seal or USPS round-date:
 - executed application
 - photos
 - documentation
 - fees
 - proof of departure
 - written authorization for third-party delivery and/or pick-up, if needed.

f. Impress your office seal/round-date on the back of the envelope, where the flap closes. **Please advise customers that the envelope's seal must remain unbroken until opened by Passport Agency personnel.**

- g. Please be sure customers know that properly sealed envelopes must be delivered to a Passport Agency *no later than 5 business days after execution*.

If a customer is leaving within 14 days and wishes to apply in person at a Passport Agency, he/she will need to make an appointment. The automated appointment system allows customers to telephone anytime to schedule appointments during business hours. (Passport Agency appointment numbers are listed in the Appendix.)

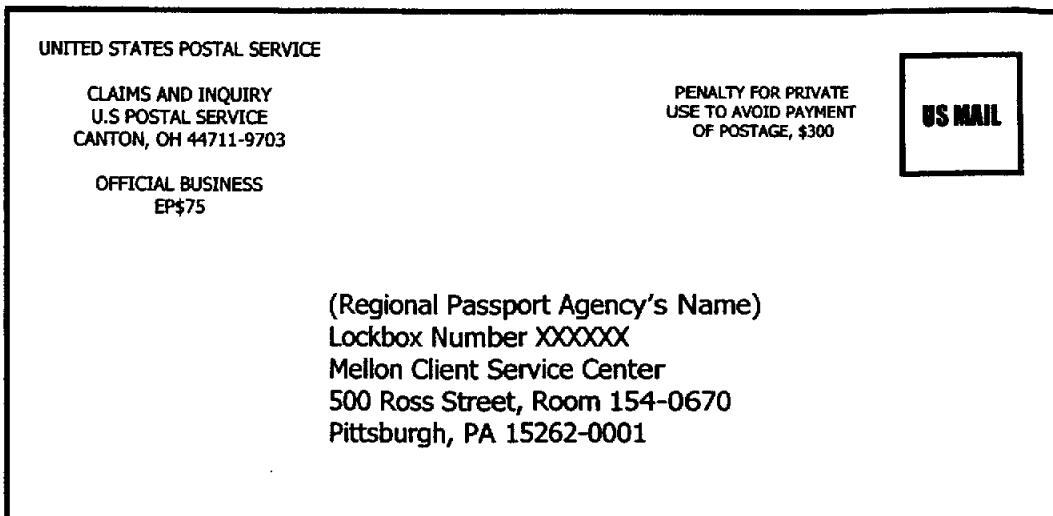
***Notes regarding visas:**

- Visas are issued by foreign consulates or embassies located in the U.S.
- Allow days to weeks to obtain a visa; multiple visas can take much longer.
- To ensure up-to-date information, customers should contact the foreign embassy or consulate directly. (Visa information is subject to change by foreign governments.)
- The annually published "Foreign Entry Requirements," M-264, is helpful. It can be found on our website, travel.state.gov, or Acceptance Agents may request a copy from the Regional CSM.

Chapter 10

Handling, Assembling and Mailing of Applications

Sample Mailing Address



DS-11 Application Assembly Instruction for Attaching Citizenship Evidence

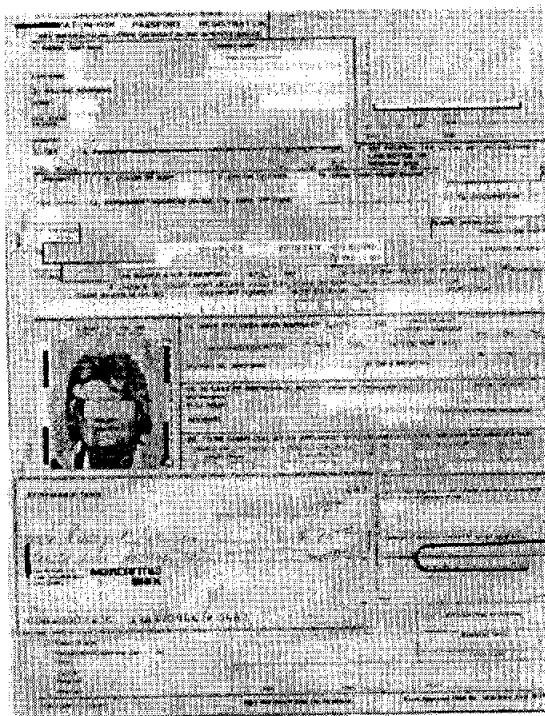
For more efficient processing at the Passport Agency, please assemble applications in this manner, with a single staple in the upper, left corner –

Attaching:

- 1st - Executed application
- 2nd - Photograph
- 3rd – Birth evidence.

The check/money order for the fees should be stapled separately to the lower, left-hand side of the application with one staple.

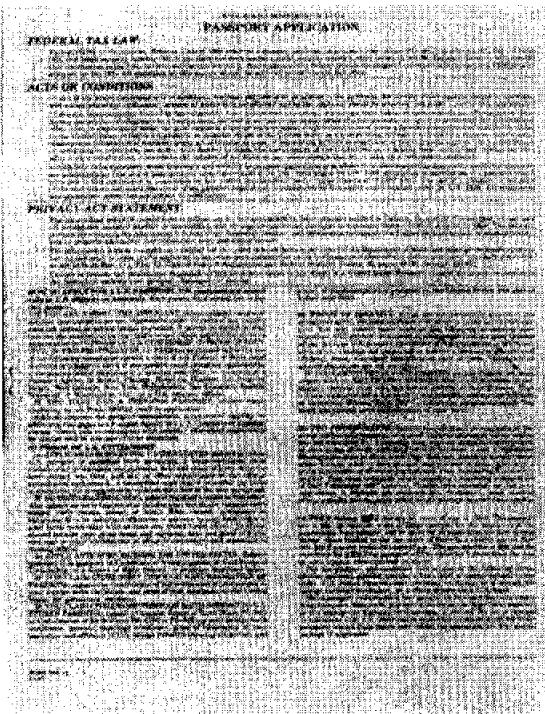
Please do not place staples in the upper, right margin or barcode area.



Chapter 10 Continued

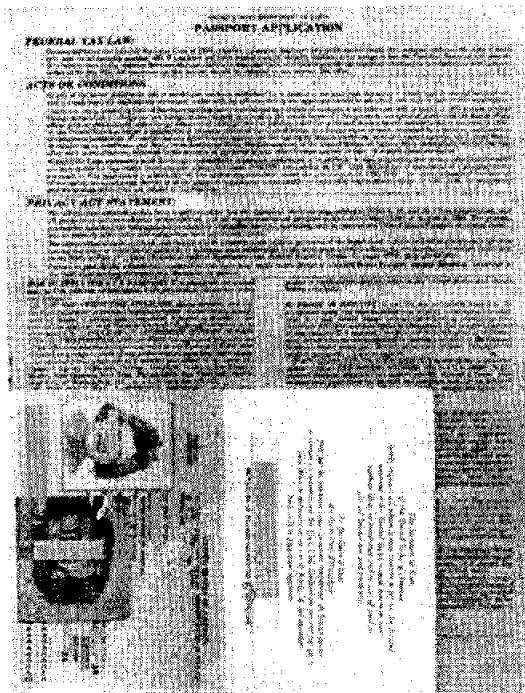
DS-11 Application Assembly Instruction for Attaching a Previous Passport

Step 1



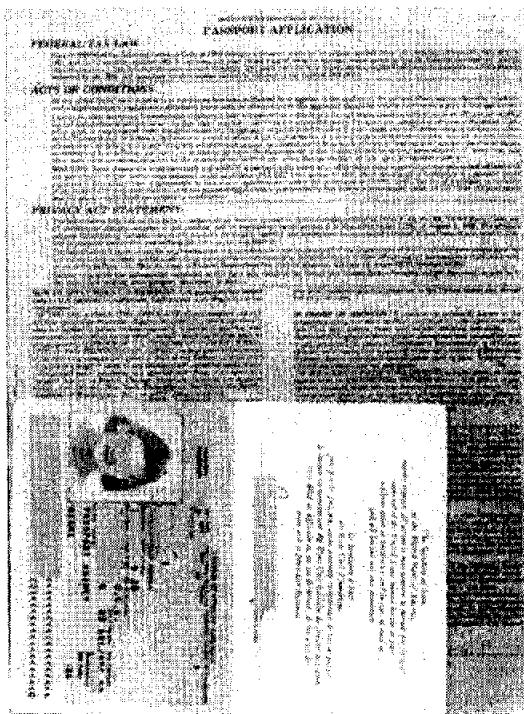
After executing the passport, turn it over.

Step 3



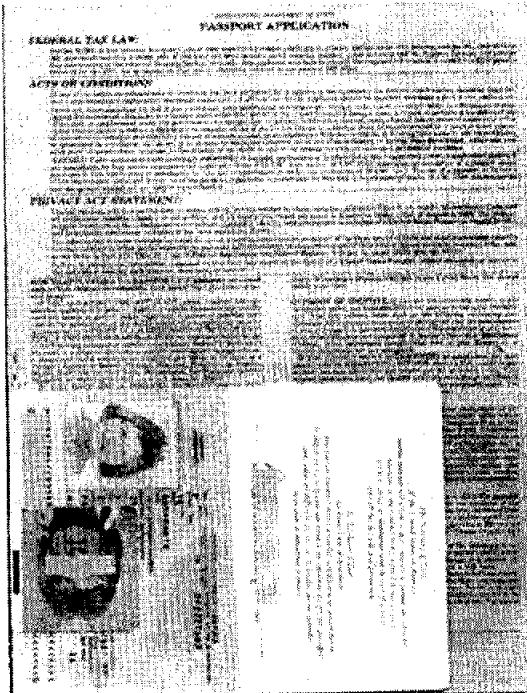
Center extra photo (face up) on top of the opened passport.

Step 2



Place opened passport in Lower, left-hand corner.

Step 4

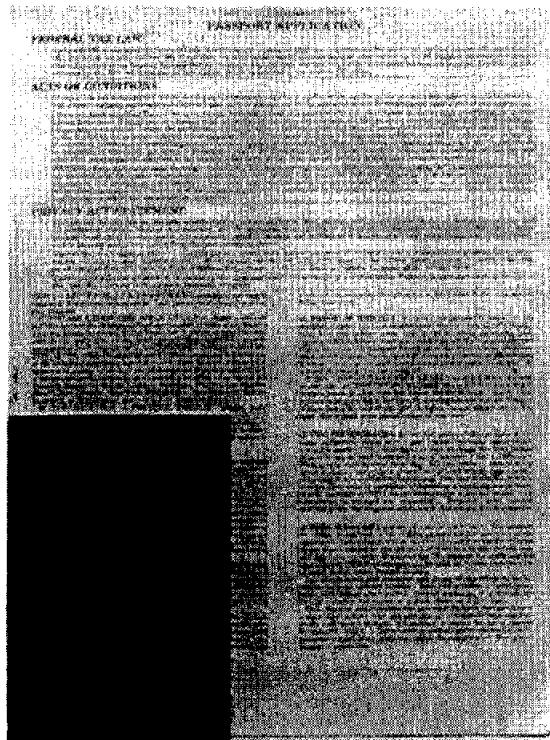


Staple photo, passport & application together with one staple.

Chapter 10 Continued

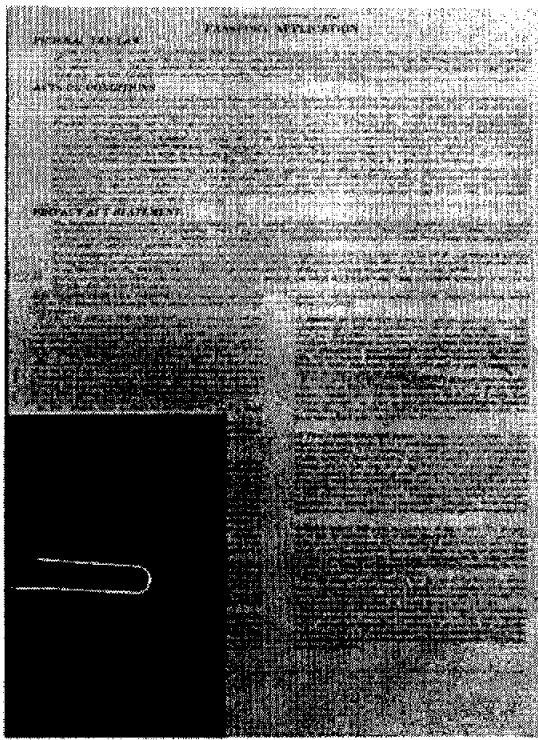
DS-11 Application Assembly Instruction for Attaching a Previous Passport

Step 5



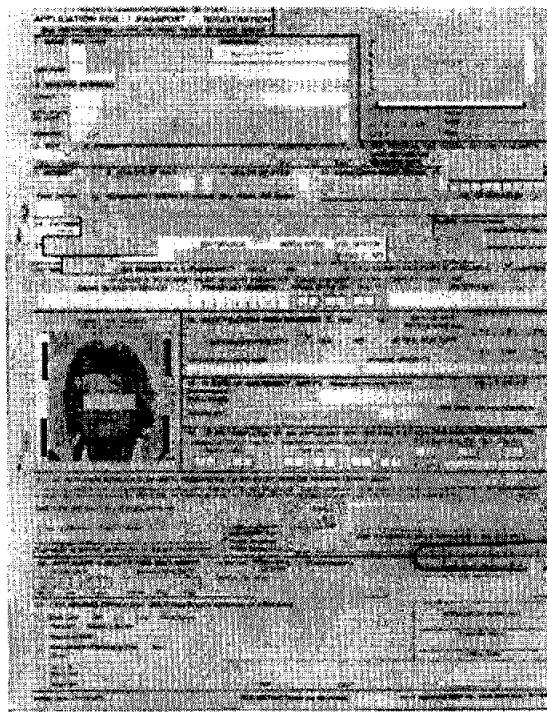
Close passport.

Step 6



Attach large paper clip to
keep passport closed

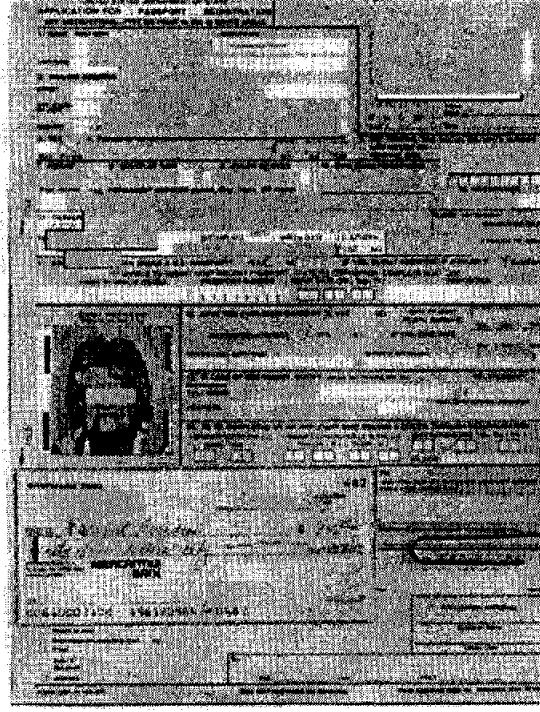
Step 7



The front of the application will
look like this.

Attach the photo with two staples along each side of
the photo. Keep staples away from the head.

Step 8



Staple the check or money order
on the center, right-hand side with one staple.

The application is now ready to be placed in the
envelope for mailing to the lockbox.

Chapter 10
Handling, Assembling and Mailing of Applications

Chapter 11

Form DS-19, "Passport Amendment/Validation Application"

Introduction.

Note: The form DSP-19 is in the process of being modified and renumbered DS-19. (However you may continue to accept the older DSP-19.) Form DS-19 is to be used for all requests to amend a passport, for example, to show a change in name, to extend a limited passport, to correct an error in the descriptive data, or to add more visa pages. An amendment for change in data (such as name-change or extension of a limited passport), is printed on the last page of the passport. There is no passport fee collected with this form unless the customer wishes to pay for expedited service to receive the passport sooner. (See Chapter 8.)

Note: Customers are responsible for mailing DS-19s. An execution fee is not collected for this form.

Step by Step Guidelines for Form DS-19.

Top Margin.

Do not make any notations in, or place any staples through the space above the solid line or in the barcode area. This space is reserved for use by Passport Services.

(Numbers in parentheses refer to the item number on the sample form on page 46.)

(1) Identifying Information.

The customer must complete all spaces in full. The name, gender, birthplace, and date of birth must be those of the passport bearer. When requesting a name change, the form must be completed in the new name. The application must be submitted with the passport to be amended.

Departure Date – Travel information should be completed. An accurate date of departure is important when the customer requires the passport urgently. The customer may pay for expedited service to receive the passport sooner. (See chapter 8.)

(2) Name Change.

When a name change is requested, *all* of the information in this section must be completed. The original or a certified copy of the marriage certificate or court order name-change must be provided. Form DS-19 cannot be used if a name was changed informally, rather the customer can apply for a new passport using form DS-11. (Refer to chapter 4, section 2.C. for information on an informal name change.)

(3) Other Action Requested.

State the kind of amendment being requested: for example, "add visa pages" or "date of birth should be (correct date)." Citizenship evidence must be submitted if the name, date of birth, gender, or place of birth is incorrect. (Refer to Chapter 3 for acceptable evidence.)

Correcting an Error: If a passport issued within the past 30 days contains an error (and has not yet been used for travel), write "REWRITE" prominently on the DS-19 and forward the application directly to the *issuing Passport Agency* (see Appendix for addresses) along with the original citizenship evidence showing the correct information. A new passport may be issued from the original application with a new issue and expiration date. If the passport was issued *more than 30 days ago* (or has been used for travel) the amendment will appear on the back page of the passport.

Extensions of Limited Passports: The evidence required to extend a limited passport varies depending on the reason *why* the passport was limited. For example, a customer whose passport was limited because of insufficient citizenship evidence needs to submit acceptable citizenship evidence. If the customer is unsure of the documentation required to extend the passport advise him/her that the Passport Agency will advise once the application is received. Extensions appear on the back page of the passport.

(4) Signature.

The customer should date and sign in this area.

(5) For Passport Services Use Only.

Do not write in this area.

Completed DS-19s are mailed to:

**Charleston Passport Agency
1269 Holland Street, Building 643
Charleston, SC 29405**

DO NOT mail correction requests for recently issued passports to this address.
(See "Correcting an Error" above.)

Chapter 11
Form DS-19, "Passport Amendment/Validation Application"

 U.S. PASSPORT AMENDMENT/VALIDATION APPLICATION <small>(SEE INSTRUCTIONS ON REVERSE)</small> <small>TYPE OR PRINT IN INK IN WHITE AREAS ONLY</small>			
IDENTIFYING INFORMATION			
NAME	FIRST NAME	MIDDLE NAME	
① LAST NAME	Angie	Marie	
MAILING ADDRESS		SOCIAL SECURITY NUMBER 205112876 HOME PHONE 704 368-1220 <small>(Area Code)</small> BUSINESS PHONE 0 <small>(Area Code)</small>	
STREET Rt. 3, Box 9 CITY, STATE, ZIP CODE Luverne AL 33090			
IN CARE OF			
SEX <input type="checkbox"/> <input checked="" type="checkbox"/> Male Female	PLACE OF BIRTH Montgomery, AL	DATE OF BIRTH 9-20-58	DEPARTURE DATE New Years
U.S. PASSPORT NUMBER 100700086		ISSUE DATE 04-12-98	PLACE OF ISSUE New Orleans
		(mm-dd-yyyy) PERMANENT ADDRESS (Street, City, State, ZIP Code)	(mm-dd-yyyy)
		see above	
NAME CHANGE (Submit original or certified document)			
CHANGE NAME TO READ AS FOLLOWS: ② Angie Marie Littleton			
NAME CHANGED BY MARRIAGE	DATE OF MARRIAGE 06 30 98	NAME CURRENTLY IN PASSPORT Angie Marie Ainsley	
(mm-dd-yyyy)		SPOUSE'S NAME IN FULL Robert Charles Littleton	
NAME CHANGED BY COURT ORDER	NAME OF COURT	LOCATION (City, State)	DATE
		(mm-dd-yyyy)	
OTHER (Specify)			

OTHER ACTION REQUESTED

③

OATH AND SIGNATURE I have not since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true.

④ 11-22-01
Date (mm-dd-yyyy)

A. Marie Littleton
Signature of Applicant

FOR PASSPORT SERVICES USE ONLY

⑤

- Evidence _____
 Name Change _____
 Add Visa Pages _____
 Rewrite _____
 Other _____

- Extend To _____
 Endorsement No. _____
 Limit To _____
 Void limitation on page _____

Chapter 12

Form DS-82, "Application for Passport by Mail"

Renewals

1. A. Description and Eligibility.

Form DS-82, "Application for Passport by Mail," does not technically "renew" a passport. It serves as an application for a new passport for customers who have had a passport previously and meet specific criteria.

Form DS-82 does not require execution; thus, no execution fee may be collected. Customers generally submit/mail this form themselves. Agents who submit DS-82s, must include them on daily transmittals.

1. B. Eligibility to use the DS-82:

- Previous U.S. passport must have been issued within the past 15 years
- Customer must have been at least 16 when it was issued
- Passport must be undamaged and submitted with the application
- Name must be the same as on the previous passport, or must include a marriage certificate or certified court order name-change. *If the name has been changed by other means, the customer must use Form DS-11 application.*

1. A. 1. Applicants for Official, Diplomatic, or Other No-Fee Passports

Applicants for official, diplomatic, or other no-fee passports may use Form DS-82 if they meet the above criteria. No-fee applications must include appropriate travel authorization issued by a sponsoring Federal Agency or branch of the U.S. Armed Forces. No-fee passport customers with questions should consult the sponsoring agency before mailing DS-82 applications to the Special Issuance Agency. Once issued, a no-fee passport is mailed to the sponsoring agency for distribution.

1. B. Submission Instructions

Together with a completed DS-82, customers must submit:

- \$40 fee – separate check or money order for each application recommended, payable to: "U.S. Department of State"
- If expedited service is requested, payment must include an additional \$35 per application;
- 2 Passport photographs (See Chapter 5)
- Most recent passport;

- If indicated, name-change documentation.
- Customer to mail according to the instructions on the application.

1. C. Ineligibility for Form DS-82.

Customers who do not meet ALL the criteria in Section 1.A. must apply on Form DS-11, "Passport Application." If the most recent passport cannot be submitted, or has been seriously damaged, Form DS-64, "Statement Regarding Lost or Stolen Passport," must also be submitted with the DS-11 application. Form DS-11 must be personally presented to and executed before an Authorized Passport Acceptance Agent.

2. Improperly Completed Forms.

An incomplete or improperly prepared DS-82 can delay issuance of a passport. Advise the customer to review them with care. Alterations to the printed oath are not acceptable.

Note: Encourage customers to complete the sections of the DS-82 regarding Emergency Notification and Proposed Travel Plans. While not mandatory, this information can be invaluable in the event of an emergency abroad.

3. Step-by-Step Guidelines for Completion of DS-82.

(Numbers in parentheses refer to the item number on the sample form on page 49.)

(1) **Name.** The customer's current name must be written in the name block. The new passport can be issued in a different name from that in the previous passport if the customer submits a marriage certificate or certified court order name-change.

(2) **Mailing Address.** A complete address including ZIP Code, apartment number, P.O. Box number, etc. must be shown. "In Care Of" should be used if the name normally associated with the mailing address differs from the customer's name.

(3) (4) (5) **Sex/Place of Birth/Date of Birth.** "Male" or "Female" must be checked. If there is an error in the previous passport and the passport has not been amended to correct it, the customer should submit citizenship evidence showing the correct information. The place of birth should be written as it is currently known.

Chapter 12

Form DS-82, "Application for Passport by Mail"

(6) Social Security Number (Federal Tax Law).

The Internal Revenue Service requires that all passport customers provide their Social Security Numbers. If a customer has not been issued a Social Security number, zeros may be entered. Anyone who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. Refer all questions on this matter to the nearest IRS office.

(7) (8) (9) Descriptive Data.

Enter height, color of hair, and color of eyes in the appropriate spaces.

(10) (11) Telephone Numbers.

List both home and business telephone numbers, as applicable, including area codes.

(12) (13) Previous Passport/Issue Date.

Enclose the most recent passport, issued within the past 15 years. Record the information from the passport on the application.

(14) Occupation.

Occupation should be completed.

(15) Departure Date.

An accurate date is important. If a customer requires an expedited passport for a visa or booking travel, etc., indicate the date by which the passport is needed, rather than the actual departure date. When necessary, the Expedite Fee must be included.

(16) (17) Proposed Travel Plans and Emergency Address.

Although not mandatory, customers should be encouraged to complete this information since it may be important in the case of an emergency abroad. Customers should provide the name, address, and telephone number of a relative not traveling with them.

(18) Permanent Address.

The customer needs to provide a permanent address in full. If the permanent and mailing address are identical "Same" may be indicated. A P.O. Box is *not* acceptable as a permanent address. Rural addresses with route and box numbers should be as accurate and as complete as possible.

(19) Oath and Signature.

The application must be signed and dated. An unsigned application will be returned for completion, causing delay.

(20) For Issuing Office Only.

This space should not be used.

Photographs.

Customers must provide two recent identical photographs that meet Passport Services requirements. (See Chapter 5.) The completed application, fees, photographs, and any other documents should be mailed to the address listed on the back of the DS-82. (Remember, if a Passport Agent submits a DS-82, it must be included on the daily transmittal list.)

Chapter 12
Form DS-82, "Application for Passport by Mail"



**UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR PASSPORT BY MAIL**

TYPE OR PRINT IN BLUE OR BLACK INK IN WHITE AREAS ONLY USE BLOCK LETTERS/NUMBERS

①		NAME FIRST THERESA		MIDDLE HUNT		
LAST CAMPBELL						
MAIL PASSPORT TO						Issue Date _____
STREET / RFD # 1811 Aloysius Ave.		APT. # 126				R D O DP
OR P.O. BOX						End. # _____ Exp. _____
CITY SAN FRANCISCO		STATE CA	ZIP CODE 94122			SOCIAL SECURITY NUMBER <small>(SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE)</small>
IN CARE OF (IF APPLICABLE)						6 0 0 0 0 0 0 0 0
SEX <input type="checkbox"/> Male		PLACE OF BIRTH City & State or City & Country 345 BERKELEY, CA, USA		DATE OF BIRTH Month 07 Day 23 Year 75		
<input checked="" type="checkbox"/> Female						
HEIGHT 5'4		HAIR COLOR RED	EYE COLOR 78 BROWN	HOME TELEPHONE (415) 777-0000		BUSINESS TELEPHONE 101 (415) 777-1111
DEPARTURE DATE 15 UNKNOWN		ISSUE DATE Month 08 Day 20 Year 86		PLACE OF ISSUANCE SAN FRANCISCO		OCCUPATION (Not Mandatory) 14
16. TRAVEL PLANS (Not Mandatory) COUNTRIES TO BE VISITED 16						LENGTH OF STAY (Not Mandatory)
PERMANENT ADDRESS (Do not list P.O. Box) STREET / R.F.D. # CITY SAME AS ABOVE 18				STATE		ZIP CODE
		EMERGENCY CONTACT: If you wish, you may supply the name, address and telephone number of a person not traveling with you to be contacted in case of emergency.				
		NAME HANK HUNT				
		STREET 3164 ALABAMA AVE				
		CITY SAN MARCOS		STATE CA	ZIP CODE 99003	
		TELEPHONE 415-760-0000		RELATIONSHIP BROTHER		
		OATH AND SIGNATURE		(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 should be attached, signed, and made part of this application.)		
				<p>I have not, since acquiring United States citizenship, 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 destroy by force the Government of the United States.</p>		
				<p>WARNING: False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.</p>		
		DECLARATION: I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued a passport subsequent to the one submitted herein.				
→ NOTE: APPLICANT MUST SIGN & DATE		SIGNATURE Theresa Hunt Campbell		DATE 10-21-96		
DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE						
Application Approval 20		Evidence of Name Change <input type="checkbox"/> Marriage Cert. <input type="checkbox"/> Court Order Date _____ Place _____ From _____ To _____		Fees		

Sample Form DS-82, "Application for Passport by Mail"

The above form, now also known as the "DSP-82," is pending revision.

Chapter 12
Form DS-82, “Application for Passport by Mail”

Chapter 13

U.S. Government-Sponsored Travel

No-Fee Passports.

1. Application Procedure.

No-fee passports are issued to people traveling abroad on official business for the U.S. Government, to their dependents, and to certain others who are exempt by law from payment of the passport fee.

Customers may apply for no-fee passports on Form DS-11, "Passport Application," or, if eligible, Form DS-82, "Application for Passport by Mail." In addition to the usual requirements, a letter or other authorization must be submitted and attached to the passport application (refer to section 6 on page 54). Samples of authorizations are on pages 55 to 58.

2. Collection of Fees.

Passport fees are *not* collected when an application for a no-fee passport is executed. Furthermore, Federal officials do *not* collect the execution fee. However, postal, state, county, municipal, and other non-Federal officials are authorized to collect the execution fee for no-fee applications when a customer uses Form DS-11.

Note: Customers should not submit the passport fee, even if they are unable to submit the required authorization letter. Attach a brief note to the application stating the organization with which the individual is affiliated and why authorization can not be submitted at this time. Upon receipt, the Special Issuance Passport Agency will request the appropriate authorization. Advise the customer that the passport cannot be issued until the proper authorization is received.

3. Use of the No-Fee Passport.

3. A. Government Officials, Diplomats, and Military Persons.

No-fee passports may only be used when proceeding abroad in the discharge of official U.S. government duties. At no time should a no-fee passport be used for personal travel.

3. B. Dependents of Official Personnel.

Dependents of personnel assigned abroad must obtain individual no-fee passports.

3. C. Where to Send No-Fee Applications.

All no-fee applications, *except for* no-fee Peace Corps applications, should be sent to:

Special Issuance Agency
1111 19th St. NW, 2nd Floor
Washington, DC 20036

Note: An authorized person can be issued both a valid regular (fee) passport and a valid no-fee passport at the same time.

Peace Corps Applications: Mail applications for Peace Corps no-fee passports in either, an envelope provided by the Peace Corps, or an envelope sealed with your official seal to:

Peace Corps Travel Office
1111 20th Street NW, Room 7316
Washington, DC 20036

4. Mailing of Issued No-Fee Passports.

The Special Issuance Agency generally does not mail no-fee passports directly to the bearer; they are sent to, or picked up by, the organization, government agency, or branch of service sponsoring their issuance (for exceptions to this general rule see below). Inquiries on the status of a no-fee passport should be made to the appropriate sponsoring agency.

Navy, Army & Air Force: Directorate of Administrative Services
ATTN: JDHQ-TP (RM1B870)
6604 ARMY PENTAGON
Washington, DC 20310-6604

Marine Corps: Commandant of the Marine Corps
HQMC Code ARAH
2 Navy Annex, Room 1004
Washington, DC 20380-1775

Coast Guard: Department of Transportation
2100 Second St. SW
Washington, DC 20590

Exceptions: Passports for the following persons are mailed directly to or picked up by the customers:

- relatives of members of the U.S. Armed Forces buried abroad (Battlefields Monuments Commission);

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U.S. Government-Sponsored Travel

- relatives of members of the U.S. Armed Forces seriously injured or ill abroad (with invitational orders);
- persons participating in a court-martial abroad;
- persons proceeding abroad to join the crew of a ship of U.S. registry; and
- United Seamen's Service employees.

5. Authorization for No-Fee Passports.

The information contained on the following pages is for your guidance only. Ultimately the acceptability of a no-fee passport authorization will be determined by the Passport Agency.

Generally, most types of authorization for no-fee passports will contain the following information:

- name of applicant;
- status, position, or grade of customer;
- name of agency or organization sponsoring the travel and the original signature of the authorizing official;
- purpose of trip;
- country or countries to be visited or to which assigned; and
- applicable dates, such as date of departure, duration of assignment, and date of return.

6. Exhibits of Authorizations.

The following lists examples of some common types of authorization for no-fee passports. This is not an all-inclusive list.

6. A. Form DD-1056, "Authorization To Apply for a 'No-Fee' Passport and/or Request for Visa."

When completed, Form DD-1056, "Authorization To Apply for a 'No-Fee' Passport and/or Request for Visa," is authorization for a person to apply for and use a no-fee passport. The form is used in place of official travel orders. It is issued to eligible Department of Defense personnel who will be traveling on official business, and to their dependents. (See sample on page 55.)

A DD-1056 must be submitted with every application/request for action. Examples:

- A DS-11 or DS-82 for a no-fee passport,
- A DS-19 to amend a no-fee passport.
- A request for the withdrawal of a no-fee passport from the files of Passport Services.

6. B. Who May Use the Form.

The DD-1056 may be issued to military and civilian personnel of the Department of Defense, their dependents, invitational orders personnel, and personnel of Non-Appropriated Fund Instrumentalities.

A no-fee passport may be issued to a dependent only when the travel by the dependent is sponsored by the appropriate branch of service. The respective branches of service determine the eligibility of dependents to apply for no-fee passports. Military Passport Agents can refer to their manual governing the criteria for dependent travel.

6. C. Who May Not Use the Form.

The DD-1056 may *not* be used by the following persons:

- retired members of the military or their dependents;
- dependents of deceased military personnel;
- military personnel, or their dependents, when traveling for personal reasons, such as vacation, leave, etc.;
- civilian contract employees;
- other government agency or bureau employees who are not employed by the Department of Defense; or
- personnel assigned for duty within a U.S. Territory or possession.

6. D. Completion of Form DD-1056.

The name, date, and place of birth of the customer must be listed on the form. Since each member of a family must obtain his or her own passport; each must submit a separate DD-1056. All information on the DD-1056 must be typed (except for the signature in item 16).

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U.S. Government-Sponsored Travel

If the DD-1056 cannot be completed in full, advise the customer that a delay in issuance may result, then forward the application to the Special Issuance Agency with a brief explanatory note.

6. E. Responsibility.

The authorizing official who signs the DD-1056 is responsible for the completeness and accuracy of the information on the form. The form must be typed and completed in full.

6. F. Important Items on Form DD-1056.

(Numbers in parentheses refer to the item number on the form on page.)

(7) This item must be completed in order for the Special Issuance Agency to determine the type of passport to which the customer is entitled.

(11) List the appropriate country name or other designation agreed upon between the Department of Defense and Passport Services.

(12) Show the name of the special assignment or the words "not applicable." The type of passport to be issued should not be listed, as Passport Services makes this determination based upon established criteria.

(13) Provide the complete address, including city and state, and complete commercial telephone number with area code, of the authorizing official.

(16) The signature of the authorizing official and the issue date of the DD-1056 is required. (Note: *This cannot be the same as the customer or the sponsor.*)

(17) Use this space for special remarks or instructions (for example, to request amendment, correction, extension, revalidation, visas, etc.) or for continuation of other items. When action is to be taken on a no-fee passport on file in Passport Services, the passport number and date of issue must be listed.

6. G. Foreign Service Personnel Request (DS-1640).

Foreign Service personnel of the Department of State may present Form DS-1640 (sometimes called an Assignment Memo) or a computer generated authorization form with an application for a no-fee passport. (See samples on page 56.)

6. H. Authorization Letters.

6. H. 1. No-Fee Passport Applications.

Applications for no-fee passports other than those for Peace Corps, military, or Foreign Service, must be accompanied by a letter of authorization. (See sample on page 57.)

6. H. 2. No-Fee Peace Corps Applications.

Applications for no-fee passports Peace Corps applications must be accompanied by an Authorization letter. (See sample on page 58.)

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The following list shows the categories of customers for no-fee passports and the types of authorization they may submit to support their requests. It is not an all-inclusive listing. Under certain circumstances, travel orders may be required as additional documentation.

<u>CUSTOMERS</u>	<u>AUTHORIZATION</u>
<u>Department of Defense:</u>	
Civilian employees and dependents	Form DD-1056
Military members and dependents	Form DD-1056
Invitational orders personnel:	
Professional entertainers	Form Letter of Authorization (AGMZ FL 115)
Clergymen, sports clinic personnel, and military athletes	Form DD-1056
Non-Appropriated Fund Instrumentalities personnel (for example, Army and Air Force Exchange Service, Navy Ship Stores Ashore, Special Services, and USAFE Class VI Fund) and dependents	Form DD-1056
<u>Agencies/Organizations:</u>	
Government Agencies (other than the Department of Defense) personnel and dependents	Letter of Authorization from the Agency sponsoring the travel, or Assignment Memo (that is, Foreign Service Personnel Request)
Peace Corps personnel:	
Volunteers, volunteer leaders, and dependents	Letter from the Peace Corps Headquarters or Form DS-11 stamped with legend showing customer is in the Peace Corps
Other Peace Corps employees and dependents	Letter from the Peace Corps Headquarters
American National Red Cross employees proceeding abroad in connection with service to Armed Forces, and dependents	Letter from National Headquarters of the American National Red Cross in Washington, D.C.; a letter from the Regional Office is not acceptable
United Seaman's Service employees	Letter from United Seaman's Service in New York
<u>Other:</u>	
Persons departing from the United States to join the crew of a vessel of U.S. registry	Letter from customer's employer
Immediate relatives of members of the U.S. Armed Forces buried abroad	Letter from the American Battle Monuments Commission in Washington, D.C., stating customer is proceeding abroad to visit the grave of a member of the U.S. Armed Forces

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This form must be typed. See DoD 1000.21-R for form completion instructions.

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT	2. MAJOR SERVICE COMPONENT
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME		4. APPLICANT'S DATE OF BIRTH	5. APPLICANT'S PLACE OF BIRTH
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME <small>(If same as Item 3, X block)</small>		7. SPONSOR'S MILITARY RANK/CIVILIAN GRADE	8. SPONSOR'S SSN
9.a. APPLICANT'S CURRENT HOME ADDRESS (Include ZIP Code)		b. HOME TELEPHONE NUMBER (Include area code) c. OFFICE TELEPHONE NUMBER (Include area code/DSN)	
10.a. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include ZIP Code)		b. NAME OF PERSON WITH WHOM RESIDING c. TELEPHONE (Incl. area code) d. AGENT ID CODE (if applicable)	
11. DESTINATION (Country or Countries)	12. SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See Note)	13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, building number, room number, ZIP Code, and telephone number/DSN)	
14. ESTIMATED DATE OF DEPARTURE (From country in which applicant is currently residing)	15. PROPOSED LENGTH OF STAY	16. AUTHORIZING OFFICIAL a. NAME (Last, First, Middle Initial) b. GRADE c. TITLE d. COMPLETE MAILING ADDRESS (Include ZIP Code)	
17. ADDITIONAL INFORMATION (Attach continuation sheets if necessary)		e. TELEPHONE NUMBER (Include area code/DSN) f. SIGNATURE OF AUTHORIZING OFFICIAL g. DATE	
FOR USE BY ISSUING OR RECEIVING AGENT (Suspense Control)			
18. DATE APPLIED FOR PASSPORT	19. PLACE APPLIED FOR PASSPORT	20. NAME OF COURT OR PASSPORT AGENT	
21. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE	22. PASSPORT NUMBER	23. DATE OF PASSPORT ISSUE	24. PASSPORT EXPIRATION DATE
25. DOCUMENT(S) INCLUDED WITH PASSPORT	26. COUNTRY AND DATE VISA REQUESTED	27. DATE PASSPORT RECEIVED WITH VISA	28. DATE PASSPORT MAILED
PRIVACY ACT STATEMENT			
AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.			
PRINCIPAL PURPOSE: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.			
ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.			
DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.			
*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."			

DD FORM 1056

Sample Form DD-1056, "Authorization To Apply for a 'No-Fee' Passport and/or Request for Visa"

Chapter 13
U.S. Government-Sponsored Travel

DEPARTMENT OF STATE REQUEST FOR PASSPORT SERVICES				DATE	
IMPORTANT: This form must accompany the passport to be revalidated or the application for new passport. Allow at least 10 working days (more where several visas are required) between date of application and date passport is required. Please do not call prior to this time since frequent progress reports only delay action.					
FROM: Room _____ Ext. _____	TO: Passport Office Room 1258 Ext. 22312	REQUEST FOR <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> NEW PASSPORT <input type="checkbox"/> REVALIDATION OF PASSPORT </div>		PASSPORT NUMBER	
			DATE OF ISSUE		
NAME OF EMPLOYEE				GRADE/ CLASS	
SEX (F-M)	BIRTHPLACE (City, State or Province, Country)		BIRTH DATE	CONTACT:	
	Month	Day	Year	Name: Telephone:	
FUNCTIONAL TITLE			DIPLOMATIC TITLE		
POST OF ASSIGNMENT (City and Country)					
DATES: LEAVING WASHINGTON _____ LEAVING U.S. _____ ARRIVING AT POST _____					
TRAVEL PLANS EN ROUTE (Country and DATE OF ENTRY)					
DEPENDENTS					
NAME(S)	SEX (F-M)	BIRTH DATES (MO.,DAY,YR.)	BIRTH PLACE(S)	REVAL. OF PPT	NEW APPLI- CATION DATE AND PLACE SUBMITTED
				NUMBER	
<input type="checkbox"/> PICK UP IN ROOM 1258 <input type="checkbox"/> MAIL PASSPORT TO: IN CARE OF (IF APPLICABLE) _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____ PHONE NOS. AREA CODE _____ HOME _____ BUSINESS _____					
PASSPORT OFFICE USE ONLY					

FORM DS-1640 ONE COPY OF THIS FORM MUST ACCOMPANY EACH APPLICATION NOT BEING SUBMITTED WITH THAT OF SPONSOR

Sample Form DS-1640, "Foreign Service Personnel Request"

Chapter 13
U.S. Government-Sponsored Travel



United States Department of State
Washington, D.C. 20520

Dear Acceptance Agent:

Please accept this letter and the attached application(s) for a NO-FEE passport(s), together with all documentation submitted, from the individual(s) named on the attached passport applications(s).

Each person applying for a NO-FEE passport at a post office, clerk of court, municipal office, or at any non-Federal office must pay a \$15 execution fee to the office accepting the application, at the time the application is accepted.

Please:

- Execute the application(s);**
- Accept the execution fee for each application (payable to your acceptance facility);**
- Attach this letter to the application(s); and**
- Send the executed application to the following address:**

**Special Issuance Agency
1111 19th Street, NW, Second Floor
Washington, DC 20036**

Your cooperation is much appreciated. If there are any questions about this request, please contact my office.

Sincerely,

Barbara M. Chesman
Director
Special Issuance Agency
Passport Services

Sample Authorization Letter for No-Fee Passport Applications

**Chapter 13
U.S. Government-Sponsored Travel**



**United States Department of State
Washington, D.C. 20520**

Dear Acceptance Agent:

Please accept this letter and the attached application(s) for a Peace Corps NO-FEE passport(s), together with all documentation submitted, from the individual(s) named on the attached passport applications(s).

Each person applying for a NO-FEE passport at a post office, clerk of court, municipal office, or at any non-Federal office must pay a \$15 execution fee to the office accepting the application, at the time the application is accepted.

Please:

- Execute the application(s);**
- Accept the execution fee for each application (payable to your acceptance facility);**
- Attach this letter to the application(s); and**
- Send the executed application to the following address:**

**Peace Corps Travel Office
1111 20th Street, NW, Room 7316
Washington, DC 20036**

Your cooperation is much appreciated. If there are any questions about this request, please contact my office.

Sincerely,

Barbara M. Chesman
Director
Special Issuance Agency
Passport Services

Chapter 14

Travel Tips – Visit travel.state.gov

1. Introduction.

Many customers appearing before Acceptance Agents are obtaining passports for the first time so they may have many questions related to travel. Refer them to travel.state.gov. There, customers will find Country Information Sheets and Travel Warnings and a wealth of other travel information.

2. When a Passport is Required for Travel.

- U.S. citizens do not need a valid passport for travel to any U.S. territory or waters, including Puerto Rico, Guam, American Samoa, and the U.S. Virgin Islands.
- U.S. law does not require U.S. citizens to have valid passports for travel to or in North, South, or Central America, except for Cuba. However, many of those countries require U.S. citizens to have valid passports before entering. (M-264, "Foreign Entry Requirements," contains information regarding the passport and visa requirements of foreign countries.) U.S. citizens traveling to countries that do not require valid passports should always carry evidence of U.S. citizenship and identity to facilitate reentry into the U.S.
- U.S. law requires a U.S. citizen traveling to or from any place outside North, South, or Central America to present a valid U.S. passport.

3. Visa Information.

A visa is permission granted by the government of a country to a prospective visitor to enter that country and to remain for a specific period of time. *It is the responsibility of the traveler to obtain necessary visas, if any, before proceeding abroad.* Visas are obtained from the embassies or consulates of the countries to be visited. Many foreign countries have Consulates in major U.S. cities and an Embassy in Washington, D.C. Some countries have websites that have specific visa information.

As a rule, Western European countries do not require visas of U.S. citizens for stays of up to three months. While many Central

American countries do not require visas, they may require a tourist card or entry permit, which are obtainable from travel agencies or airlines serving those countries.

Note: A passport must be obtained before the government of a foreign country can issue a visa.

Brochure M-264, "Foreign Entry Requirements," provides information regarding passport and visa requirements of most countries for visitors. This information is subject to change. *Travelers should check passport and visa requirements with the Embassy or Consulate of the country to be visited well in advance of departure dates.*

Note: The Special Issuance Agency obtains visas for certain U.S. Government employees when a visa application and/or extra photographs accompany the application. Forward all such requests to:

Special Issuance Agency
1111 19th Street N.W.
Washington, DC 20036-1705

4. Travel to Restricted Areas.

At certain times, the Secretary of State will restrict the use of U.S. passports for travel in, to, or through a specific country. This information is subject to change. At present, U.S. passports are not valid for travel to Iraq or Libya unless specifically authorized by the Department of State. Travelers to Cuba and certain other countries are subject to some Treasury Department restrictions and requirements. The U.S. Department of State issues public notices whenever passport restrictions are imposed or rescinded. Persons who wish to apply for special passport validation for travel to restricted areas should contact the following office:

Passport Policy, Planning and Advisory Services, (CA/PPT/PAS)
2401 E Street NW, Room H-907
Washington, DC 20522-0911
Fax: 202-663-2654

Chapter 14

Travel Tips

5. International Driving Regulations

Each country has its own automobile driving regulations, for instance; many European countries require an International Driving Permit while others require only a valid U.S. driver's license, and some countries require Customs documents and liability insurance. Travelers can obtain International Driving Permits and information about driving regulations of specific countries from the American Automobile Association (AAA) at: www.aaa.com.

6. Child Abduction Referral.

If a customer has questions about child abduction, please refer him/her to the Department of State's Office of Children's Issues. At the request of a parent or legal guardian, a child's name will be entered into the Children's Passport Issuance Alert Program (CPIAP). This allows parents to be notified if passport applications are made on behalf of minor children, and it assures denial of passport issuance *if appropriate court orders are on file with CPIAP*. **The Department strongly encourages parents who fear that their child may be abducted to make use of this program.**

Office of Children's Issues

Department of State

CA/OCS/CI

Washington, D.C. 20520-4818

Phone: (202) 312-9700

Fax: (202) 312-9743

Internet: travel.state.gov/children's_issues

Chapter 15

Travel-Related Forms and Brochures

1. What Can We Order?

Passport Services and other government agencies will supply forms and brochures to Acceptance Facilities. As forms are revised frequently, supplies should be ordered in moderation. Changes in ordering addresses will be communicated to you via Regional Passport Agencies and updates to this PARG.

2. Where Do We Order Forms and Brochures?

Sources vary depending upon type of Acceptance Facility (i.e., postal, non-postal). See the charts on the following pages for lists of forms/brochures and their sources. Certain brochures are available from only one source.

2. A. Non-Postal (i.e., Federal, State, County, Township, or Municipal).

Request passport applications, forms, and most brochures from Stanley Associates, Inc. Complete the order form "Request for Forms and/or Brochures" (see page 64a) and send it to:

Karen Wheeler
Stanley Associates, Inc.
10 Autumn Pond Park
Greenland, NH 03840

Telephone: 603-334-6065
Fax: 603-334-6073
E-mail: K.Wheeler@stanleyassociates.com

Allow at least 30 days for delivery. Please do not request supplies from your Regional Passport Agency except in emergencies. You may order some brochures directly from the Government Agencies that publish them.

2. B. Post Office

Postal Acceptance Agents can request passport forms and brochures from U.S. Postal Service Material Distribution Centers during the regular quarterly requisitioning cycle using Postal Service Form 7380, "*Requisition for Supplies*." Postal facilities that need more information on this program can refer to the USPS Intranet for information on the Passport Acceptance Program. You are encouraged to review biweekly Postal Bulletins because they announce all changes to the listing of passport forms and brochures.

2. C. Military.

Except for the U.S. Air Force, request forms by number and quantity through Stanley Associates at the above address (Section 2.A.). The U.S. Air Force should request forms through normal military channels.

2. D. Businesses.

Direct requests for passport applications, forms and brochures to:

Superintendent of Documents
U.S. Government Printing Office
P.O. Box 371954
Pittsburgh, PA 15250-7954

Telephone: 202-512-1800
Fax: 1-202-512-2250

Hours: Monday – Friday,
7:30 a.m. to 5:00 p.m. Eastern Time

Local Government Printing Office (GPO) bookstores, found in many U.S. cities, may also carry these forms and brochures. For locations, check the Government Blue Pages in the telephone directory, or on the Internet at www.access/gpo/gov/su_docs.

3. Other Available Information

Access to the following information is available to the general public.

3. A. Travel Warnings and Consular Information Sheets

3. A. 1. By Telephone.

Consular Information Sheets by country and Travel Warnings may be heard at any time by calling Overseas Citizens Services at (202) 647-5225 from a touch-tone phone. The recording is updated as new information becomes available.

3. A. 2. By Mail.

Send a self-addressed, stamped envelope to:

Overseas Citizens Services
(CA/OCS), Room 4811
U.S. Department of State
2201 C St NW
Washington, DC 20520

3. A. 3. By AutoFax.

The Bureau of Consular Affairs maintains an auto-fax service for customers wishing to request forms faxed to them. The telephone number is 202-647-3000.

Chapter 15

Travel-Related Forms and Brochures

3. A. 4. On the Internet.

Travel Warnings, Consular Information Sheets, Passport and Visa Information, Travel Publications, background on International Adoption and Child Abduction issues, information on International Legal Assistance, and the Bureau of Consular Affairs Mission Statement are all available on the Internet at: travel.state.gov.

3. B. Status-Checks on Pending Applications and General Information

3. B. 1. Pending Applications

Customers, who want to follow-up on applications already submitted, must call the Passport Call Center. (See Appendix, page C.) Customers should be given this information when they apply; consult your Regional Passport Agency's Customer Service Manager if you would like an example of a handout with this information for customers.

3. B. 2. General Information.

Virtually all passport reference information is available at travel.state.gov, including: a listing of all Acceptance Facilities, application forms that may be downloaded, detailed explanations of service options – such as the expedite fee, and much more.

For those departing within 14 days, another source of information is your Regional Passport Agency's appointment system. Customers may schedule appointments and hear application requirements. See the Appendix for Agency telephone numbers.

3. B. 3. National Passport Information Center (NPIC)

The National Passport Information Center, or NPIC, is a fee-for-service center, supported by user fees, not tax dollars. The automated service with recorded general passport information is available 24-hours. Customer Service Representatives are available Monday–Friday, excluding Federal Holidays, from 8:30 a.m. to 5:30 p.m., Eastern Time.

Automated 1-900 service is \$.35/min. or \$1.05/min to speak with a Customer Service Representative call:

- 1-900-225-5674
- 1-900-225-7778 (TDD)

To speak with a Customer Service Representative for a flat fee of \$4.95, using Visa, MasterCard, or American Express call:

- 1-888-362-8668
- 1-888-498-3648 (TDD)

The self-funded nature of the NPIC allows it to expand and contract to meet the current customer demand for prompt, efficient service. It is the single source for customers following up on their previously submitted applications. Providing customers with this information when they apply is the most effective way to handle any post-application questions.

The NPIC is also another source of general information, the location of the nearest Acceptance Facility, forms, etc.

The specific information detailed above is subject to periodic change. For the most current information consult travel.state.gov.

Chapter 15
Travel-Related Forms and Brochures

For Non-Postal Acceptance Facilities ONLY From Stanley Associates	
Department of State Forms	
DS #	Title
10A	Birth Affidavit
11	Passport Application*
19	Passport Amendment/Validation Application*
60	Affidavit Regarding Change of Name
64	Statement Regarding Lost or Stolen Passport*
71	Affidavit of Identifying Witness
82	Application for Passport by Mail*
86	Statement of Non-receipt of Passport
1832	Passport Application Transmittal Form
3053	Statement of Consent: Issuance of a Passport to a Minor Under Age 14*
Miscellaneous	
M-300	Documentation of U.S. Citizens Born Abroad Who Acquire Citizenship at Birth
M-349	Evidence of Citizenship for Persons Born in the United States
Stickers	"Expedite"
Handout	2-Parent Consent Requirement
For Postal Acceptance Facilities ONLY From U.S.P.S. Material Distribution Centers	
Department of State Forms	
DS #	Title
10A	Birth Affidavit
11	Passport Application*
19	Passport Amendment/Validation Application*
60	Affidavit Regarding Change of Name
64	Statement Regarding Lost or Stolen Passport*
71	Affidavit of Identifying Witness
82	Application for Passport by Mail*
86	Statement of Non-receipt of Passport
Miscellaneous	
M-300	Documentation of U.S. Citizens Born Abroad Who Acquire Citizenship at Birth
M-349	Evidence of Citizenship for Persons Born in the United States
Stickers	"Expedite"
Handout	2-Parent Consent Requirement (Handout)

*Available on the Internet at travel.state.gov.

Chapter 15
Travel-Related Forms and Brochures

STANLEY ASSOCIATES
REQUEST FOR FORMS AND/OR BROCHURES
For Non-Postal Acceptance Facilities

PASSPORT ACCEPTANCE FACILITY:	_____
TELEPHONE NUMBER:	_____
DATE OF REQUEST:	_____
REQUISITIONER:	_____

PLEASE NOTE: All forms formerly titled "DSP" have become "DS" forms.

FORMS REQUESTED:	QUANTITY	DATE NEEDED
DS-11 (Passport Application)	_____	_____
DS-10A (Birth Affidavit)	_____	_____
DS-19 (Amendment / Validation)	_____	_____
DS-60 (Change of Name Affidavit)	_____	_____
DS-64 (Lost / Stolen Passport)	_____	_____
DS-71 (Identifying Witness Affidavit)	_____	_____
DS-82 (Passport Renewal Application)	_____	_____
DS-86 (Statement of Non-Receipt)	_____	_____
DS-1832 (Passport Application Transmittal Form)	_____	_____
DS-3053 (Statement of Consent)	_____	_____
M-300 (Documentation of US Citizen Born Abroad)	_____	_____
M-349 (Evidence of Citizenship Born in U.S.)	_____	_____
Expedite Stickers	_____	_____
2-Parent Consent Requirement (Handout)	_____	_____
DS-3053 (Statement of Consent for Minor Under 14)	_____	_____

DELIVER TO ADDRESS:	_____

PLEASE FAX THIS FORM TO:

Stanley Associates, Inc.
(603) 334-6073

PLEASE MAIL THIS FORM TO:

Stanley Associates, Inc.
10 Autumn Pond Park
Greenland, NH 03840

"Request for Forms And/Or Brochures"

Appendix

National Passport Information Center
Public: 1-900-225-5674
(TTY/TDD users 1-900-225-7778)
Credit Card service (Visa, MasterCard, American Express) where 900 service is blocked: 1-888-362-8668
(TTY/TDD 1-888-498-3648)
Rates:
\$.35/minute, 900 automated service
\$1.05/minute, 900 live operator
\$4.95 flat rate per call for credit card service
(All rates as of 11-04-96 and are subject to change.)
Automated Service is available 24 hours per day, seven days per week.
Operators are available Monday through Friday, excluding Federal holidays from 8:30 a.m. – 5:30 p.m. Eastern Time.
Service provided in English, Spanish and TTY/TDD.

Boston Passport Agency

Thomas P. O'Neill Federal Building
10 Causeway Street, Suite 247
Boston, MA 02222-1094

Public Numbers:

- Automated appointment system & brief recorded information: 617-878-0900
- Status Checks: See NPIC

Public Hours: 9:00-4:00 local time

Acceptance Agents: 617-878-0935

REGION: Maine, Massachusetts, New Hampshire, Rhode Island, New York (except New York City, Westchester County, and Long Island), and Vermont

Charleston Passport Center

1269 Holland Street, Bldg. 643
Charleston, SC 29405

Public Numbers:

- Brief recorded info.: 843-746-1681
- Status checks: See NPIC

Hours: 8:00-3:00 local time

No Public Counter

Acceptance Agents: 843-746-1762 / 1763

Applications Handled:

Workload transfers from Regional Passport Agencies.

Chicago Passport Agency

Kluczynski Federal Office Building
230 S. Dearborn Street, 18th Floor
Chicago, IL 60604-1564

Public Numbers:

- Automated appointment system & brief recorded information: 312-341-6020
- Status Checks: See NPIC

Public Hours: 9:00-4:00 local time

Acceptance Agents: 312-341-6060

REGION: Illinois and Michigan

Connecticut Passport Agency

SoNo Plaza
50 Washington Street
Norwalk, CT 06854-2710

Public Numbers:

- Automated appointment system & brief recorded information: 203-299-5443
- Status checks: See NPIC

Public Hours: 9:00-4:00 local time.

Acceptance Agents: 203-299-3445

REGION: Connecticut and Westchester County, New York

Honolulu Passport Agency

Box 50185
300 Ala Moana Blvd., Suite 1-330
Honolulu, HI 96850-1330

Public Numbers:

- Recorded information: 808-522-8283
(Appointment system not in use as of this printing.)
- Status checks: See NPIC

Public Hours: 8:30-3:30 local time

Acceptance Agents: 808-529-6565

REGION: American Samoa, Federated States of Micronesia, Guam, Hawaii, Northern Mariana Islands (Saipan, Rota and Tinian), Marshall Islands, Palau, Wake, Midway and Johnston Islands

Appendix

Houston Passport Agency

Mickey Leland Federal Building
1919 Smith Street, Suite 1400
Houston, TX 77002-8049

Public Numbers:

- Automated appointment systems & brief recorded information:
713-751-0294
- Status checks: See NPIC

Public Hours: 8:30-3:30 local time

Acceptance Agents: 713-655-2153

REGION: Kansas, Oklahoma, New Mexico, and Texas

Los Angeles Passport Agency

Federal Building
11000 Wilshire Blvd., Suite 1000
Los Angeles, CA 90024-3615

Public Numbers:

- Automated appointment system & brief recorded information:
310-575-5700
- Status checks: See NPIC

Public Hours: 8:00-3:00 local time

Acceptance Agents: 310-575-5744

REGION: California (all counties South of and including San Luis Obispo, Kern and San Bernardino), and Clark County, Nevada

Miami Passport Agency

Claude Pepper Federal Office Building
51 SW First Avenue, 3rd Floor
Miami, FL 33130-1680

Public Numbers:

- Automated appointment system & brief recorded information: 305-539-3600
- Status checks: See NPIC

Public Hours: 8:30- 3:30 local time

Acceptance Agents: (305) 539-3641

REGION: Florida, South Carolina, and U.S. Virgin Islands

National Passport Center

31 Rochester Avenue
Portsmouth, NH 03801-2900

Public Numbers:

- Recorded information: 603-334-0500
- Status Checks: See NPIC

Hours: 9:00-4:00 local time

No Public Counter

Acceptance Agents: 603-334-0525

APPLICATIONS HANDLED:

Applications for Passport by Mail (Form DS-82) and workload transfers from Regional Passport Agencies.

New Orleans Passport Agency

One Canal Place
365 Canal Street, Suite 1300
New Orleans, LA 70130-6538

Public Numbers:

- Automated appointment system & brief recorded information: 504-412-2600
- Status checks: See NPIC

Public Hours: 8:30-3:30 local time

Acceptance Agents: 1-504-412-2640

Acceptance Agents – status checks:
1-504-412-2699

REGION: Alabama, Arkansas, Georgia, Indiana, Iowa, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, Ohio, Puerto Rico, Tennessee, Virginia (except D.C. suburbs including the Cities of Alexandria and Falls Church, and Counties of Arlington, Fairfax, Loudon, Prince William, and Stafford), and Wisconsin. Also handles some workload transfers from Regional Passport Agencies.

New York Passport Agency

Greater New York Federal Building
376 Hudson Street, 10th Floor
New York, NY 10014

Public Numbers:

- Automated appointment system & brief recorded information: 212-206-3500
- Status checks: See NPIC

Public Hours: 7:30-3:00 local time

Acceptance Agents: 212-206-3044

REGION: New York City and Long Island

Appendix

Philadelphia Passport Agency

U.S. Customs House
200 Chestnut Street, Room 103
Philadelphia, PA 19106-2970

Public Numbers:

- Automated appointment system & brief recorded information: 215-418-5937
- Status checks: See NPIC

Public Hours: 9:00-4:00 local time

Acceptance Agents: 215-931-4536

REGION: Delaware, New Jersey,
Pennsylvania, and West Virginia

San Francisco Passport Agency

95 Hawthorne Street, Fifth Floor
San Francisco CA 94105-3901

Public Numbers:

- Automated appointment system & brief recorded information: 415-538-2700
- Status Checks: See NPIC

Public Hours: 9:00-4:00 local time

Acceptance Agents: 415-538-2789

REGION: Arizona, California (all counties North of and including Monterey, Kings, Tulare, and Mono), Nevada, (except Clark County), and Utah

Seattle Passport Agency

Henry Jackson Federal Building
915 Second Avenue, Suite 992
Seattle, WA 98174-1091

Public Numbers:

- Automated appointment system & brief recorded information: 206-808-5700
- Status Checks: See NPIC

Public Hours: 8:00-3:00 local time.

Acceptance Agents: 206-808-5739

REGION: Alaska, Colorado, Idaho,
Minnesota, Montana, Nebraska, North
Dakota, Oregon, South Dakota, Washington,
and Wyoming

Washington Passport Agency

1111 19th Street, NW
Suite 300
Washington, D.C. 20036-1705

Public Numbers:

- Automated appointment system & brief recorded information: 202-647-0518
- Status checks: See NPIC

Public Hours: 8:00-3:00 local time.

Acceptance Agents: 202-955-0110

REGION: Maryland, Northern Virginia
(including the Cities of Alexandria and Falls Church and Counties of Arlington, Fairfax, Loudon, Prince William, and Stafford), and the District of Columbia

Special Issuance Agency

1111 19th Street, NW
2nd Floor
Washington, D.C. 20036-1705

Public Numbers:

- Recorded information: 202-955-0198
- Status checks: See NPIC

Public Hours: 9:00-4:00 local time

Acceptance Agents: 202-955-0501/0200

Applications Handled: Diplomatic,
Official, No-Fee and Congressional

Passport Services

Office of Field Operations

Department of State
2401 E Street, NW H-904
Washington, D.C. 20522

Public Inquiries: Refer to NPIC

Hours: 8:30-5:00 Eastern Time

Life-or-Death Emergencies

Daytime:

Call your Regional Passport Agency's Customer Service Manager
Or, Passport Services Duty Officer:
202-663-2465

After-Hours and weekends:

Passport Services Duty Officer:
202-647-4000

Address List for Non-Postal Facilities To Mail Passport Applications*

NATIONAL PASSPORT CENTER
P.O. Box 371971
Mellon Client Service Center
Pittsburgh, PA 15250-7971

WASHINGTON PASSPORT AGENCY
P.O. Box 392012
Mellon Client Service Center
Pittsburgh, PA 15250-9012

CHICAGO PASSPORT AGENCY
P.O. Box 392022
Mellon Client Service Center
Pittsburgh, PA 15250-9022

LOS ANGELES PASSPORT AGENCY
P.O. Box 392032
Mellon Client Service Center
Pittsburgh, PA 15250-9032

MIAMI PASSPORT AGENCY
P.O. Box 392042
Mellon Client Service Center
Pittsburgh, PA 15250-9042

SAN FRANCISCO PASSPORT AGENCY
P.O. Box 392052
Mellon Client Service Center
Pittsburgh, PA 15250-9052

SAN FRANCISCO OTHER
P.O. Box 392056
Mellon Client Service Center
Pittsburgh, PA 15250-9056

SEATTLE PASSPORT AGENCY
P.O. Box 392072
Mellon Client Service Center
Pittsburgh, PA 15250-9072

NEW ORLEANS PASSPORT AGENCY
P.O. Box 392082
Mellon Client Service Center
Pittsburgh, PA 15250-9082

PHILADELPHIA PASSPORT AGENCY
P.O. Box 392092
Mellon Client Service Center
Pittsburgh, PA 15250-9092

BOSTON PASSPORT AGENCY
P.O. Box 392107
Mellon Client Service Center
Pittsburgh, PA 15250-9107

NEW YORK PASSPORT AGENCY
P.O. Box 392112
Mellon Client Service Center
Pittsburgh, PA 15250-9112

HONOLULU PASSPORT AGENCY
P.O. Box 392122
Mellon Client Service Center
Pittsburgh, PA 15250-9122

HOUSTON PASSPORT AGENCY
P.O. Box 392137
Mellon Client Service Center
Pittsburgh, PA 15250-9137

CONNECTICUT PASSPORT AGENCY
P.O. Box 392147
Mellon Client Service Center
Pittsburgh, PA 15250-9147

SPECIAL ISSUANCE AGENCY
P.O. Box 392172
Mellon Client Service Center
Pittsburgh, PA 15250-9172

*For mail delivery other than USPS, see F(3)

Address List for Postal Facilities To Mail Passport Applications*

NATIONAL PASSPORT CENTER
P.O. Box 371971
Mellon Client Service Center
Pittsburgh, PA 15250-7971

WASHINGTON PASSPORT AGENCY
P.O. Box 392013
Mellon Client Service Center
Pittsburgh, PA 15250-9013

CHICAGO PASSPORT AGENCY
P.O. Box 392023
Mellon Client Service Center
Pittsburgh, PA 15250-9023

LOS ANGELES PASSPORT AGENCY
P.O. Box 392033
Mellon Client Service Center
Pittsburgh, PA 15250-9033

MIAMI PASSPORT AGENCY
P.O. Box 392043
Mellon Client Service Center
Pittsburgh, PA 15250-9043

**SAN FRANCISCO PASSPORT
AGENCY**
P.O. Box 392053
Mellon Client Service Center
Pittsburgh, PA 15250-9053

SAN FRANCISCO OTHER
P.O. Box 392056
Mellon Client Service Center
Pittsburgh, PA 15250-9056

SEATTLE PASSPORT AGENCY
P.O. Box 392073
Mellon Client Service Center
Pittsburgh, PA 15250-9073

NEW ORLEANS PASSPORT AGENCY
P.O. Box 392083
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PHILADELPHIA PASSPORT AGENCY
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NATURALIZATION
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SPECIAL ISSUANCE AGENCY
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Pittsburgh, PA 15250-9173

* For mail delivery other than USPS, see F(3)

Address List for All Facilities For Mailing Passport Applications Via Private Delivery Service

NATIONAL PASSPORT CENTER

P.O. Box 371971
Mellon Client Service Center
Aim #: 154-0670
Pittsburgh, PA 15250-7971

WASHINGTON PASSPORT AGENCY

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Mellon Client Service Center
Aim #: 154-0670
Pittsburgh, PA 15250-9012

CHICAGO PASSPORT AGENCY

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SAN FRANCISCO OTHER

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Mellon Client Service Center
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