



U.S. Department of State  
**APPLICATION FOR A U.S. PASSPORT BY MAIL**

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**PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET  
FOR YOUR RECORDS.**

**Date of Application:**

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**CAN I USE THIS FORM?**

**Complete this checklist to determine your eligibility to use this form.**

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|--|--|
| 1. I can submit my most recent U.S. passport.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. I was at least 16 years old when my most recent U.S. passport was issued.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. I was issued my most recent U.S. passport less than 15 years ago.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I use the same name as on my most recent U.S. passport.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| -- OR --   |  |
| I have had my name changed by marriage or court order and can submit proper documentation to reflect my name change. |  |

**If you answered NO to any of the four statements above, STOP - You cannot use this form!!!**  
You must apply on application form DS-11 by making a personal appearance before a passport agent, postal clerk or clerk of court authorized to accept passport applications.

**CAREFULLY FOLLOW THE INSTRUCTIONS ON THE REVERSE OF THIS PAGE**  
**INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.**

**FOR INFORMATION, QUESTIONS, AND INQUIRIES:** Please visit our website at ***travel.state.gov***. In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD: 1-888-874-7793) or by e-mail at NPIC@state.gov. Customer Service Representatives are available M-F 8AM-8PM EST (excluding federal holidays). Automated information is available 24/7.

## WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

1. Your most recent U.S. passport
2. A marriage certificate or court order if your name has changed
3. Passport processing fee of \$55
4. Two recent, color, identical photographs

For detailed information on the items to be included, see below.

1. **YOUR MOST RECENT U.S. PASSPORT.** Issued at age 16 or older in your current name (or see item #2 below) and issued within the past 15 years. If your passport is damaged, you must apply on the DS-11 application form as specified below.
2. **A MARRIAGE CERTIFICATE OR COURT ORDER.** If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents cannot be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DS-11 application form by making a personal appearance at (1) a passport agency; (2) any clerk of a Federal or State court of record or judge or clerk of a probate court accepting passport applications; or (3) a designated municipal or county official, or a designated postal employee at an authorized post office.
3. **THE PASSPORT PROCESSING FEE OF \$55.** Enclose the \$55 passport processing fee in the form of a personal check or money order. **MAKE CHECKS PAYABLE TO "U.S. DEPARTMENT OF STATE". THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. DO NOT SEND CASH.** Passport services cannot be responsible for cash sent through the mail. By law, the passport processing fee is non-refundable.

For faster processing, you may request expedited service. Expedited requests will be processed in three workdays from receipt at a passport agency. The additional fee for expedited service is \$60. Expedited service is available only in the United States.

If you desire SPECIAL POSTAGE SERVICE (overnight, special delivery, etc.), include the appropriate postage fee on the check or include a pre-paid envelope.

4. **TWO RECENT, IDENTICAL, COLOR PHOTOGRAPHS.** Submit two color photographs of you alone, sufficiently recent to be a good likeness of you (normally taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of the chin to the top of your head (including hair) should not be less than 1 inch and not more than 1-3/8 inches. The photographs must be color, clear, with a full front view of your face, and printed on thin paper with plain light (white or off-white) background. They must be capable of withstanding a mounting temperature of 225 Fahrenheit (107 Celsius). The photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details.)

### MAIL THIS FORM TO:

National Passport Center  
P.O. Box 371971  
Pittsburgh, PA 15250-7971

### DELIVERY - Other Than U.S. Postal Service

Passport Services Lockbox  
Attn: Passport Supervisor, 371971  
500 Ross Street, Room 154-0670  
Pittsburgh, PA 15262-0001

### FOR INQUIRIES CONTACT:

National Passport Information Center  
1-877-487-2778  
For TDD: 1-888-874-7793  
E-mail: [NPIC@state.gov](mailto:NPIC@state.gov)  
Website: [travel.state.gov](http://travel.state.gov)

### **NOTICE TO APPLICANTS RESIDING ABROAD**

United States citizens residing abroad CANNOT submit this form to the Passport Facility listed above. Such applicants should contact the nearest United States embassy or consulate for procedures to be followed when applying overseas.

### **NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS**

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a no-fee passport with your application in lieu of the passport fee. CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.

### **IMPORTANT NOTICE TO APPLICANTS REGARDING LOST AND STOLEN PASSPORTS**

The Consular Lost or Stolen Passport System contains information provided by applicants regarding their lost or stolen U.S. passports and is designed to prevent the misuse of lost or stolen U.S. passports. Anyone using a passport book reported as lost or stolen may be detained upon entry into the United States. Should you locate a U.S. passport previously reported as lost or stolen, immediately report the book as found and submit it for cancellation. It has been invalidated. You may not use that passport for travel.

Protect yourself against identity theft - Report your lost or stolen passport!

For more information or to report your lost or stolen passport by phone, call: NPIC or visit our website: [travel.state.gov](http://travel.state.gov).

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**APPLICATION FOR A U.S. PASSPORT BY MAIL**

TYPE OR PRINT IN CAPITAL LETTERS USING BLUE OR BLACK INK IN WHITE AREAS ONLY.

NAME	FIRST	MIDDLE
LAST		
<b>MAIL PASSPORT TO :</b>		
STREET / RFD # or P.O. BOX		APT. #
CITY	STATE	ZIP CODE
IN CARE OF (IF APPLICABLE)		

Issue Date \_\_\_\_\_

R D O DP

End. # \_\_\_\_\_ Exp. \_\_\_\_\_

<b>SEX</b>	<b>PLACE OF BIRTH</b>	<b>DATE OF BIRTH</b>			<b>SOCIAL SECURITY NUMBER</b> (SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE)						
<input type="checkbox"/> Male <input type="checkbox"/> Female	City & State <u>OR</u> City & Country	Month	Day	Year							
<b>HEIGHT</b>		<b>HAIR COLOR</b>		<b>EYE COLOR</b>		<b>HOME TELEPHONE</b>			<b>BUSINESS TELEPHONE</b>		
Feet	Inches										

**NOTE: Most recent passport MUST be enclosed!**

<b>U.S. PASSPORT NUMBER</b>	<b>ISSUE DATE</b>			<b>PLACE OF ISSUANCE</b>	<b>OCCUPATION (Not Mandatory)</b>
	Month	Day	Year		
<b>DEPARTURE DATE</b>	<b>TRAVEL PLANS (Not Mandatory)</b>				<b>LENGTH OF STAY (Not Mandatory)</b>
	COUNTRIES TO BE VISITED				

<b>PERMANENT ADDRESS (Do not list P.O. Box)</b>			
STREET / R.F.D. #	CITY	STATE	ZIP CODE

<b>EMERGENCY CONTACT.</b> 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	
STREET	
CITY	STATE ZIP CODE
TELEPHONE	RELATIONSHIP

**OATH AND SIGNATURE**

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 an explanatory statement is attached.)

I solemnly swear (or affirm) that the statements made on this application are true, the photograph attached is 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**

<b>SIGNATURE</b>		<b>DATE</b>	
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**DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE**

Application Approval	<b>EVIDENCE OF NAME CHANGE</b>	Fees
	<input type="checkbox"/> Marriage Cert. <input type="checkbox"/> Court Order	
	Date _____	
	Place _____	
	From _____	
To _____		

U.S. Department of State  
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**FEDERAL TAX LAW**

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26 U.S.C. 6039E (Internal Revenue Code) requires a passport applicant to provide his or her name and social security number. If you have not been issued a social security number, enter zeros in the appropriate boxes. The U.S. Department of State must provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

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**ACTS OR CONDITIONS**

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(If any of the below-mentioned acts or conditions has been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) 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 to destroy by force, the Government of the United States.

**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 provisions of 18 U.S.C. 1001 and/or 18 U.S.C. 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents submitted are subject to verification.

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**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

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**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, 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 administration 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 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 recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.