

## **USA PASSPORT APPLICATION PACK FOR APPLICANTS LIVING IN GERMANY**

This guide is intended for the following applicants of **ALL** ages (under 16 or over 16 years of age):

- Applicants who are United States citizens by birth in the USA and who want to **renew** their US passport or **apply for their first** passport;
- Applicants who had their US passport lost or stolen;
- Applicants who hold a US passport and need to have their name or photograph changed
- First time applicant for a U.S. passport
- Renewing a U.S. passport (including old passports issued 15 years ago)
- Applying for the replacement of a lost, stolen or mutilated passport
- Renewing a U.S. passport which was issued while the applicant was considered a minor i.e. under the age of 16

In this information pack you will find everything you need to determine whether you qualify for a US passport along with the relevant application forms and notes on how to fill out the forms.

# USA Passport Application for Applicants in Germany

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### Qualifying for a US Passport

To be eligible for a U.S. passport within Germany, applicants **must** meet one of the following conditions. He/she must either be a:

- United States citizen  
OR
- United States National.

To **qualify** as a U.S. citizen or National, the **applicant** must establish:

#### Proof of U.S. Citizenship:

If you were **born in** the United States, you must provide a:

- Certified birth certificate (must have impressed seal of the state in which you were born  
OR  
Previous U.S. passport (15 years and older)

If you were **born outside** of the United States, you must submit one of the following documents:

- Previous U.S. passport (15 years and older)
- Certificate of Naturalization (must include exact date and place of birth)
- Certificate of Citizenship (must include exact date and place of birth)
- If not shown, include a certified foreign birth certificate
- Consular Report of Birth Abroad (**Form DS-1350 or FS-545**) – **For more information with respect to Form DS-1350 or FS-545, please visit the following URL link:**

[http://travel.state.gov/passport/get/minors/minors\\_834.html](http://travel.state.gov/passport/get/minors/minors_834.html)

OR evidence described below if you claim any of the following:

Citizenship through **Naturalization of Parents** submit the certificate(s) of:

- Naturalization of my parents(s) *and*
- Your birth certificate *and*
- Proof of your admission to the U.S. for permanent residence

Citizenship through **Birth Abroad to one U.S. citizen**. Complete the following forms and submit:

- Consular Report of Birth (**Form FS-240**). **Again, for more information on the Form DS-1350 or FS-545, please visit the following URL link:**

[http://travel.state.gov/passport/get/first/first\\_825.html](http://travel.state.gov/passport/get/first/first_825.html)

- Certification of Birth (**Form DS-1350 or FS-545**). **Please visit the following link for more information on Form DS-1350 or FS-545:**

[http://travel.state.gov/passport/get/first/first\\_825.html](http://travel.state.gov/passport/get/first/first_825.html)

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Proof of citizenship of your parent *and*

An affidavit showing all of your U.S citizen parents places and periods of residence in and out of the U.S before your birth

### **Citizenship through Birth Abroad to two U.S. citizens**

Complete the following forms and submit:

Consular Report of Birth (**Form FS-240**)

Certification of Birth (**Form DS-1350 or FS-545**) *or* your foreign birth certificate

Parent's marriage certificate

Proof of citizenship of your parents *and*

An affidavit showing all of your U.S citizen parents places and periods of residence in and out of the U.S before your birth

### **Adoption by a U.S. citizen – Please submit the following documents:**

- Permanent residence status
- Full and final adoption and
- Your U.S citizen parent(s) evidence of legal and physical custody (Note. Citizenship through this method is possible only if the applicant was born on or after **02/27/1983**)

Other information may be asked for proof of citizenship

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### **Applying for a first time US Passport**

Every applicant except those with a passport renewal in the last 15 years should fill out **Form DS-11** enclosed in this information pack.

The following applicants should also apply using this application form:

- applicants who are renewing a U.S. passport **issued over 15 years ago**
- applicants who are applying for the replacement of a **lost, stolen or mutilated** passport
- applicants who are renewing a U.S. passport which was **issued while you were under the age of 16**

**You must apply in person at your local US Consulate for this type of US passport**

### **Applying for a US Passport Renewal**

If your passport is over 15 years old you must apply as a 'First Time Application' using **Form DS-11** and must be supported by full documentation (i.e. full birth certificate and marriage certificate) or registration documents if applicable.

Those adults over 16 years of age whose passport is under 15 years old and who can submit that passport with their application should fill out **Form DS-82**.

If your name has changed, you must submit original documentation to reflect a legal name change, such as a marriage certificate or a certificate of name change

You must be at least 16 years old when your last passport was issued, within the last 15 years.

**You may mail in your application to the Consulate serving your area of residence.** For more information see 'Submitting your Application.'

### **Applying for a Lost or Stolen Passport**

Adults aged over 16 years of age should fill out **Form DS-64** along with completed **Form DS-11** enclosed in this information pack. You must report the loss or theft to the US Consulate serving the area you live in and the local police who will give you a Police Incident/Report number.

**You must apply in person at your local US Consulate for this type of US passport**

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### **Applying for an Emergency Passport**

If you are traveling within 15 working days, and you can provide proof of this travel in the form of a paid travel itinerary, you may apply for an emergency limited-validity passport, which cannot be extended. You must fill out all of the relevant forms included in this application pack. Same-day issuance is available for applications that are complete and straightforward. In some cases, however, we may be required to refer to the Department of State; therefore, some cases may take longer. Emergency passport applications must be made in person by the applicant. The cost of an Emergency Passport is the same as a full passport and when your emergency travel has been completed, you must apply for a full US passport and pay the associated fees.

**You must apply in person at your local US Consulate for this type of US passport**

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### **Applying for a Child Passport**

Child passports are for minors under 16 years of age, even though the application **Form DS-11** should be filled out for the child. Parents also need to fill out **Form DS-3053**, Statement of parental consent. This form must be completed in the **presence** of a Certified Notary Public. Applications for children's passports are given special attention in order to lessen the possibility that a U.S. passport might be used in the course of international parental child abduction; **the consent of both parents is required.**

You must fill out the application on your child's behalf and they must attend in person with one or both parents or legal guardians.

Additional documentation is required for a child's application:

- Proof of child's parentage/legal guardianship
- Proof of parent(s) identity
- If only one parent is present, the applying parent should submit a notarized statement signed by the non-applying parent, consenting to the passport issuance to the minor and a photocopy of the non-applying parent's identity document

If both parents/legal guardians are present at the time of the passport application:

**Both parents must sign the passport application and provide proof of parentage/legal guardianship and proof of identity.** Evidence of parentage may consist of the child's birth certificate listing names of both parents, Consular Report of Birth Abroad or Certification of Report of Birth or adoption decree listing the names of the parents, etc.

**If one parent is present at the time of the passport application:**

If only one parent is present, the applying parent/legal guardian should sign the application and present proof of parentage. The applying parent must also submit a notarized statement from the non-applying parent consenting to the passport issuance to the minor and a photocopy of the non-applying parent's identity document. The statement may be typed or handwritten.

**If one parent has sole custody/guardianship of the minor the following evidence may be submitted:**

- Birth certificate or Consular Report of Birth Abroad listing the applying parent, as the only parent.
- Adoption/guardianship decrees naming only the applying parent/guardian with no provision limiting the minor's travel.

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- Court order granting sole custody to the applying parent/guardian with no provision limiting the minor's travel.
- A court order specifically authorizing passport issuance to the minor regardless of custody or travel to a place where a U.S. passport is required.
- Court order declaring the non-applying parent or guardian incompetent.
- Death certificate of a non-applying parent.

If no documentary evidence of custody/guardianship/court order etc. is available, other documentary evidence that supports the applying parent's claim of custody may be considered. If no other evidence is available, the applying parent may submit a written statement under penalty of perjury setting out the circumstances that prevent the submission of documentary evidence.

**You must apply in person at your local US Consulate for this type of US passport**



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### Changing the Name on Your Passport

The name on your passport should always match your legal name and the name should match the name in which you booked your travel. So if your name changes - either by deed poll or through marriage or a civil partnership - you need to get your passport amended. You can also amend your passport in advance.

If you wish to amend your name within one year of your previous passport being issued, you may do so free of charge by completing **Form DS-5504**. If your US passport is more than a year old then you must use **Form DS-82** or **DS-11**, whichever applies to your situation. When you apply to change your name, your current passport will be cancelled and a new standard ten-year passport issued. Your passport will be credited with extra time (up to a maximum of nine months) to cover any time left on your old passport.

You must provide additional supplementary information proving your change of name. This can be in the form of a marriage or civil partnership certificate, a deed poll notification or if you have reverted back to your maiden name, a letter from you declaring this along with your divorce certificates or marriage certificate showing both your maiden name and married name.

### Changing information in your passport

If you are applying to change information in your passport, you should provide the relevant documents to support this, in addition you must also provide:

- your current passport or
- your old passport - the passport that has expired.

### Changing name on marriage

If you have married and wish to change your last name or want your passport to have the observation 'the holder is also known as' you must provide:

- your original marriage certificate and
- your old passport
  
- in order to have an "also known as" observation in your passport you will have to provide a primary ID in the "also known as" name
- One form or photo ID e.g. copy of your driver's licence, PR card or student card

**OR**

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- Two forms of identity e.g. full birth certificate and your current passport or a letter of explanation if you do not have one.
- Two identical passport sized photos – one photo should be countersigned two identical passport sized photos – one photo should be countersigned.
- Expired passport – **for passport renewal applicants only**
- Marriage certificate if your name is different to birth certificate or a name change certificate

### **Changing back to your maiden name**

If you are divorced and wish to change your last name back to you maiden name you must provide:

- your original birth certificate and
- your original divorce certificate.

### **Changing your name**

If you have changed your name through naturalisation, a court order or by Deed Poll you must provide:

- your original naturalisation certificate, court order or Deed Poll
- primary ID in your new name

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### Completing the Application Forms

The forms you print must be **clear** and **sharp** and **written in black ink**. Forms that are blurred or illegible will **not** be accepted. Do not sign your passport application form – this should be done before a consular official:

**You should print the application forms from this pack on:**

- **8 inch by 11 inch white paper** (with no holes or perforations, at least medium (20 lb.) weight)
- On **one-sided, full pages**
- On **matte surface** paper (avoid printing forms on thermal paper, dye-sublimation paper, special inkjet paper, and other shiny papers)

**NOTE:** Some printers will reduce the photograph area on the passport application to less than 2x2 inches. Please make sure that the photograph area on the printed application form is 2x2 inches to ensure that the photographs you submit (also 2x2 inches in size) can be correctly attached.

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## Supplementary Documents

### Proof of U.S. Citizenship.

Examples of this type of document include the following:

- An original certified copy of your U.S. birth certificate issued with the impressed seal of the state in which you were born (Hospital birth certificates, Notifications of Birth Registration and copies of documents certified by notaries cannot be accepted.)
- A Certificate of Naturalization or Certificate of Citizenship: If the document does not show your exact date and place of birth, then also include a certified foreign birth certificate.
- Consular Report of Birth Abroad (FS-240 or FS-545): If you were born outside of the United States to a U.S. citizen parent or parents and were registered abroad as a U.S. citizen.
- If you have been previously included in another's U.S. passport: Please bring the passport together with a certified copy of your birth certificate to show your date and place of birth.
- A U.S. passport issued over fifteen years ago.

### Proof of Identity

You must submit supporting documents that prove your identity to the extent deemed appropriate by the agent.

You may submit one or more of the following documents for proof of identity.

The document(s) must contain your signature *and* physical description or photo that is a good resemblance of you. These may include the following:

- A previous U.S. passport
- Certificate of Naturalization
- Certificate of Citizenship
- Driver's license (learner's permit and temporary license not permitted)
- Government employee identification card/pass (Federal, State, municipal)
- Other information may be asked for proof of identity

If you cannot provide proof of identity, you must appear with an **identifying witness** who is a U.S citizen, non U.S citizen national or permanent resident alien who has known you for at least

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2 years. The identifying witness must sign an affidavit of identifying Witness (**Form DS-71**) and prove his/her identity.

### **Name Change document**

If you would like your U.S. passport printed with a different name from the one that appears on the document you present as proof of U.S. citizenship, you must present evidence to reflect a legal name change, such as your marriage certificate, certificate of name change, or adoption decree. If your name has changed more than once through marriage and your birth name does not appear on your current marriage certificate, you must also present evidence of the previous changes, such as the previous marriage certificate(s) and termination of the previous marriage(s).

**Two, 2 by 2 inches** passport photos (roughly 50 mm square) with the head centered in the frame. The photos must be taken by a professional photographer and not be from a home computer or vending machine.

### **Other Supporting Documents**

#### **Appointment confirmation sheet**

**Self-addressed Express Post Platinum or Registered Post envelope**, in which to have your documents returned to you once processing is completed.

You must make a copy of all supporting documents (not the application forms) to leave with the Consulate. If photocopies are not provided, you will need to pay \$1 USD for each photocopy (if you are also applying for a Social Security Number, please make two (2) copies of each supporting document);

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### **Passport Interviews**

To combat passport fraud the US government has introduced compulsory passport Interviews. The purpose of the interview is to verify that an applicant really is who they say they are. Interviews are conducted at the nearest Consulate or the Embassy. Applicants must book their appointment online. Click this link to make your US passport appointment:

**You must contact a consular agent to make your appointment. Click this link to find the contact details:**

<http://germany.usembassy.gov/acs/dod-psb.htm>

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### Where to Submit your Application

If you are **applying for a US passport** or **changing the name on your passport** renewal you must submit your completed application form and supporting documents by mail to the US Consulate General closes to the area where you live.

Applicants for lost and stolen US passports, child passports and first time passport (including the renewal of a passport issued over 15 years ago) must be made in person at the nearest US Consulate. You must make an appointment. Follow this link to make the appointment at the U.S.

### EMBASSY OF THE UNITED STATES BERLIN

Clayallee 170

14195 Berlin

Opening Hours: **08:30 – 12:00, Monday through Friday**

Closed on : **Last Thursday of each month**

Email: [acsberlin@state.gov](mailto:acsberlin@state.gov)

Tel: **(030) 8305-1200, 2:00-4:00pm, Monday to Friday**

Fax: **(030) 8305-1215**

### CONSULAR AGENCY BREMEN

Room 66, Third Floor

World Trade Center

Birkenstrasse 15

28195 Bremen

Opening Hours: **Mondays, Tuesdays and Thursdays from 09:30 am to 1:30 pm**

**Wednesdays from 9:30 am to 11:30 am**

E-mail: [consular-agent@usabremen.de](mailto:consular-agent@usabremen.de)

Tel.: **0421-301 5860**

Fax: **0421-301 5861**

### CONSULATE FRANKFURT

Gießener Str. 30

60435 Frankfurt am Main

Closed on: **Last Thursday of every month**

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### **CONSULATE LEIPZIG**

Wilhelm-Seyfferth-Straße 4

04107 Leipzig

**Opening Hours:** 9:00 am to 5:00 pm, Monday through Friday.

**Tel:** (0341) 213-840

The Consulate General in Leipzig provides emergency consular services as well as other limited consular services (not including visas) on an appointment only basis, generally between 9 and 11 AM on the first Wednesday of the month and between 2 and 4 PM on the third Friday of the month.

### **CONSULATE MUNICH**

Königinstraße 5

80539 Munich

**Tel:** (089) 2888-575 (Monday through Friday 8:00 a.m. to 4:30 p.m.)

**Fax:** (089) 280-9998

**Email:** [ConsMunich@state.gov](mailto:ConsMunich@state.gov)

**Opening Hours:** 1:00 p.m. to 4:00 p.m. (Monday, Wednesday and Friday)

8:30 a.m. to 12:00 p.m. (Tuesday and Thursday)

**Closed on:** Last Wednesday of every month

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### Passport Fees

**The fees for US passports for applicants are as follows in US dollars.** U.S. Embassies and Consulates accept the fee local foreign currency equivalent to the current dollar (\$) exchange rate.

Passport Service	Cost US\$
Adult Passport Book Renewal	75.00
Adult Passport Book	100.00
Adult Passport Card (first time)	45.00
Adult Passport Card (renewal)	20.00
Adult Passport book	100.00
Child's Passport book	85.00
Child Passport Card	35.00

Payment must be made at the time of interview using one of the following options:

**Cash:** either U.S. Dollars or Euros

**Cashier's check:** drawn on an American bank in dollars OR a cashier's check written in dollars issued by a German bank, drawn on an American bank ("Bankscheck" is the German word). Please note that we cannot accept checks written in Euros. **Note:** All checks must be machine-readable (i.e., have a coded line running along the bottom of the check).

**Credit cards:** Visa, MasterCard, American Express, and Discover

**International Money Orders:** American Express or U.S. Postal Service money orders payable to the "U.S. Department of State."

### Passport by Mail

**Dnot send cash through the mail.**

**Money Orders:** American Express or U.S. Postal Service money orders payable to the "U.S. Department of State."

**Credit Cards:** Visa, MasterCard, American Express and Discover

When paying by credit card, please include credit card issuer (Mastercard, etc.), date of expiration, card number, and the name of the individual to whom it was issued. Fill out the Credit Card payment form included in this application pack.

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**Cashier's Checks:** Cashier's checks drawn on an American bank or cashier's checks issued by a German bank, drawn on an American bank (Bankscheck is the German word for this.) will be accepted. They must be made payable to the appropriate American Consulate General or to the U.S. Embassy Berlin (depending on where you are sending your passport application). **Note:** All checks must be machine-readable (i.e., have a coded line running along the bottom of the check).

**PERSONAL CHECKS ARE NOT ACCEPTED.**

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### **Passport Processing Times**

An application for a full-validity (ten years for adults; five years for children under age 16) passport will be sent to the United States for printing with a secure, photo-digitized image of the bearer. You should allow 15 working days for your application to be processed.

If you are traveling within 15 working days and can provide evidence of this travel, you may be eligible for an emergency limited-validity passport.

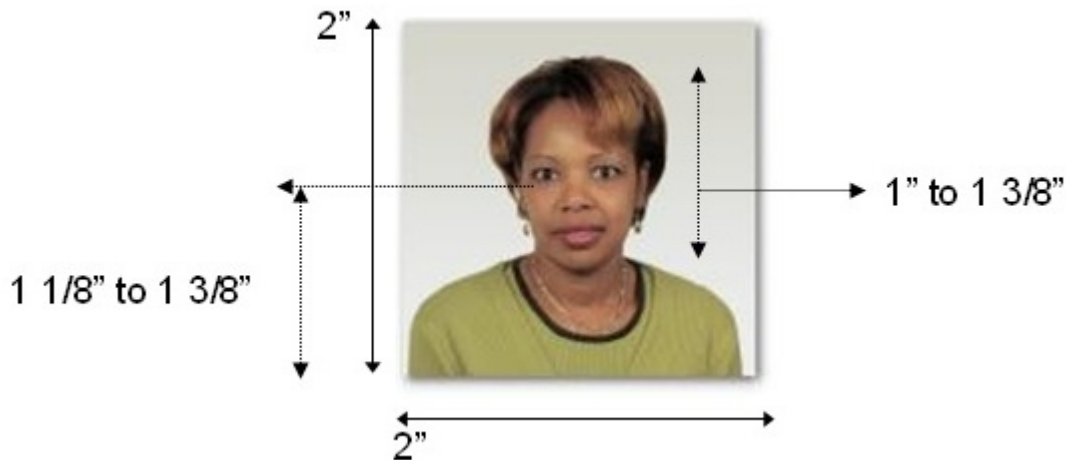
## U.S. PASSPORT PHOTOGRAPHS

U.S. passport photo requirements do differ from British and European photo requirements. Because of the way the photos are digitized, we are unable to accept any photos that do not meet these specifications.

Please furnish two photographs that are:

- All photographs must be 2" by 2" (two inches by two inches), excluding any borders
- Make sure the photo presents the full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25mm to 35mm)
- Eye height must be between 1-1/8 inches to 1-3/8 inches (28mm to 35 mm) from the bottom of the photo
- Photograph background must be white or off-white
- Applicant image must be centered and facing forward
- Photographs must be taken in color (NOT black and white)
- Position subject and lighting so that there are no distracting shadows on the face or background
- 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

**Your photograph must match the dimensions of the below sample, which is the same as the dimensions on passport application forms DS-11, DS-82, and DS-5504 :**



### A Note About Digitized Photographs

If you choose to submit digitized photographs, they must meet the passport photograph requirements or they will be rejected. Some printers will produce an unacceptable photograph in which the dots are seen, or the image is grainy. Acceptable photographs are printed on high-quality photographic paper, have a continuous tone image that is very photo-like, and show the subject clearly in focus.

## **Passport Photographers**

Provided the photographs meet the specified requirements for American passports as listed above, any photographer may take them. The Embassy cannot recommend any specific photographer, or assume any responsibility for their efficiency, integrity, or reliability. Fees and the service provided are a matter solely between you and photographer selected.



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

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

**I applied:**    **Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR INFORMATION, QUESTIONS, AND INQUIRIES:** Please visit our website at [travel.state.gov](http://travel.state.gov). In addition, you can 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](mailto:NPIC@state.gov). Customer Service Representatives are available M-F, 6AM-12 Midnight Eastern Time (excluding federal holidays). Automated information is available 24/7.

**U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR INTERNATIONAL TRAVEL BY LAND OR SEA BETWEEN THE UNITED STATES, CANADA, MEXICO, THE CARIBBEAN AND BERMUDA. IT IS NOT GLOBALLY INTEROPERABLE AND IS NOT VALID FOR TRAVEL BY AIR TO OR FROM ANY FOREIGN DESTINATION.**

**APPLICANTS WHO HAVE HAD A PREVIOUS U.S. PASSPORT BOOK AND/OR U.S. PASSPORT CARD**

If your most recent passport book and/or passport card was issued less than 15 years ago and you were over 16 years old at the time of issuance, you may be eligible to use Form DS-82 (mail-in or electronic application). Please inquire about eligibility when you apply, visit our website, or contact NPIC. Address any requests for the addition of visa pages to a Passport Agency or a U.S. consulate or embassy abroad. In advance of your departure, check for any visa requirements with consular officials of the countries you will be visiting.

**SPECIAL REQUIREMENTS FOR CHILDREN**

• **AS DIRECTED BY PUBLIC LAW 106-113 AND 22 CFR 51.28:**

**To submit an application for a child under age 16 both parents or the child's legal guardian(s) must appear and present the following:**

- Evidence of the child's U.S. citizenship,
- Evidence of the child's relationship to parents/guardian(s), **AND**
- Parental/guardian identification.

**IF ONLY ONE PARENT APPEARS YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:**

- Second parent's notarized written statement consenting to passport issuance for the child,
- Primary evidence of sole authority to apply, **OR**
- A written statement (made under penalty of perjury) explaining the second parent's unavailability.

• **AS DIRECTED BY REGULATION 22 CFR 51.21 and 51.28:**

**Each minor child applying for a passport book and/or passport card must appear in person.**

**WHAT TO SUBMIT WITH THIS FORM:**

1. PROOF OF U.S. CITIZENSHIP (Evidence of U.S. citizenship that is not damaged, altered, or forged will be returned to you.)
2. PROOF OF IDENTITY
3. TWO RECENT COLOR PHOTOGRAPHS, **AND**
4. FEES (Please visit our website at [travel.state.gov](http://travel.state.gov) for current fees.)

**WHERE TO SUBMIT THIS FORM:**

Please complete and submit this application in person to one of the following acceptance agents: a clerk of a Federal or State court of record or a judge or clerk of a probate court accepting applications; a designated municipal or county official; a designated postal employee at an authorized post office; or an agent at a Passport Agency (by appointment only) in Boston, Chicago, Aurora CO, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Norwalk CT, Philadelphia, San Francisco, Seattle, or Washington DC; or a U.S. consular official at a U.S. embassy or consulate, if abroad. To find your nearest acceptance facility, visit our website or contact the National Passport Information Center.

**See Instruction Page 2 for detailed information on the completion and submission of this form.**

**WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 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 USC 1544. All statements and documents are subject to verification.**

## 1. PROOF OF U.S. CITIZENSHIP

- a. APPLICANTS BORN IN THE UNITED STATES: Submit a previous U.S. passport or **certified** birth certificate. A birth certificate must include your full name, the full name of your parent(s), date and place of birth, sex, date the birth record was filed, and the seal or other certification of the official custodian of such records.
- 1) **If the birth certificate was filed more than 1 year after the birth:** It must be supported by evidence described in the next paragraph.
  - 2) **If no birth record exists:** Submit a registrar's notice to that effect. Also submit a combination of the following: an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, or newspapers or insurance files. Notarized affidavits of persons having knowledge of your birth may be submitted in addition to at least one record listed above. Evidence should include your given name and surname, date and place of birth, and the seal or other certification of the office (if customary) and the signature of the issuing official. Visit [travel.state.gov](https://travel.state.gov) for details.
- b. APPLICANTS BORN OUTSIDE THE UNITED STATES: Submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Report of Birth Abroad, or evidence described below.
- 1) **If You Claim Citizenship Through Naturalization Of Parent(s):** Submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, **and** proof of your admission to the United States for permanent residence.
  - 2) **If You Claim Citizenship Through Birth Abroad To One U.S. Citizen Parent:** Submit a Consular Report of Birth (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), **or** your foreign birth certificate, proof of citizenship of your parent, your parents' marriage certificate, **and** an affidavit showing all of your U.S. citizen parent's periods and places of residence/physical presence in the United States and abroad before your birth.
  - 3) **If You Claim Citizenship Through Birth Abroad To Two U.S. Citizen Parents:** Submit a Consular Report of Birth (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), **or** your foreign birth certificate, parents' marriage certificate, proof of your parents' citizenship, **and** an affidavit showing all of your U.S. citizen parents' periods and places of residence/physical presence in the United States and abroad before your birth.
  - 4) **If You Claim Citizenship Through Adoption by a U.S. Citizen Parent(s):** Submit evidence of your permanent residence status, full and final adoption, **and** your U.S. citizen parent(s) evidence of legal and physical custody. (Please note: Acquisition of U.S. citizenship for persons born abroad and adopted only applies if the applicant was born on or after 02/27/1983.)
- c. ADDITIONAL EVIDENCE: When necessary, we may ask you to provide additional evidence to establish your claim to U.S. citizenship.

## 2. PROOF OF IDENTITY

You must establish your identity to the satisfaction of the acceptance agent.

You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous or current U.S. passport book; previous or current U.S. passport card; driver's license (not temporary or learner's license); Certificate of Naturalization, Certificate of Citizenship; military identification; or federal, state, or municipal government employee identification card or pass. Temporary or altered documents are not acceptable. When necessary, we may ask you to provide additional evidence to establish your identity.

IF YOU CANNOT PROVIDE DOCUMENTARY EVIDENCE OF IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen, non-citizen U.S. national, or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DS-71) before the acceptance agent. You must also submit some identification of your own.

## 3. TWO RECENT COLOR PHOTOGRAPHS

Submit two identical color photographs of you alone, sufficiently recent to be a good likeness of you (taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of your 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. 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.)

## 4. FEES

- a. **If you are 16 years of age or older:** Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)
- b. **If you are under 16 years of age:** Your passport will be valid for 5 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)

*BY LAW, THE PASSPORT FEES ARE NON-REFUNDABLE. PLEASE VISIT OUR WEBSITE AT [TRAVEL.STATE.GOV](https://travel.state.gov) FOR CURRENT FEES.*

- **The passport processing, execution, and security fees may be paid in any of the following forms:** Checks (personal, certified, traveler's); major credit card (Visa, Master Card, American Express, and Discover); bank draft or cashier's check; money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank. All fees should be payable to the "U.S. Department of State" or if abroad, the appropriate U.S. embassy or U.S. consulate. When applying at a designated acceptance facility, the execution fee will be paid separately and should be made payable to the acceptance facility. **NOTE: Some designated acceptance facilities do not accept credit cards as a form of payment.**
- **For faster processing,** you may request expedited service. Please include the expedite fee in your payment. Our website contains updated information regarding fees and processing times for expedited service. Expedited service is available only in the United States.
- **If you desire OVERNIGHT DELIVERY SERVICE** for the return of your passport, please include the appropriate fee with your payment.
- An additional fee will be charged when, upon your request, the U.S. Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because you are unable to submit evidence of U.S. citizenship.
- **For applicants with U.S. Government or military authorization for no-fee passports,** no fees are charged except the execution fee when applying at a designated acceptance facility.
- If you choose to provide your e-mail address in Item #8 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

## FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a U.S. passport or renewal of a U.S. passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

## NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by EFT.

## REMITTANCE OF FEES

31 U.S.C. 7701 requires persons "doing business" with a federal agency to provide their Social Security Numbers to that agency. Because the Department of State collects fees for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 CFR 22.1, and 22 CFR 51.50–56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900–904). In accordance with the Debt Collection Improvement Act (Pub.L. 104–134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred.

In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

## OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a U.S. passport.

## PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 85 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: U.S. Department of State (A/ISS/DIR) Washington, DC 20520.

## IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book and/or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or U.S. passport card will be placed into our Consular Lost/Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or U.S. passport card. Anyone using a passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or U.S. passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

## PROTECT YOURSELF AGAINST IDENTITY THEFT REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

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



## ACTS OR CONDITIONS

(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 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/nationality, 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.

## PRIVACY ACT STATEMENT

**AUTHORITIES:** Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a et seq.; 26 U.S.C. 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

**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 requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.


**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

## ELECTRONIC PASSPORT STATEMENT

The State Department has begun issuing a new type of passport book containing an embedded electronic chip and called an "Electronic Passport". The new passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the new passport book to carry a duplicate electronic copy of all information from the data page. The new passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the new passport book provides for faster clearance through some of the port-of-entry processes.

The new passport book does not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the new passport book is printed with a special symbol representing the embedded chip. The symbol  will appear in port-of-entry areas where the electronic passport book can be read.

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

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must 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.



Name of Applicant (Last, First & Middle) Date of Birth (mm/dd/yyyy)

11. Height    12. Hair Color    13. Eye Color    14. Occupation    15. Employer

16. Additional Contact Phone Numbers

Home  Cell  Work  \_\_\_\_\_   Home  Cell  Work  \_\_\_\_\_

17. Permanent Address: Street/RFD # (No P.O. Box) Apartment or unit #

City State    Zip Code

18. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name Address: Street/RFD # or P.O. Box Apartment or unit #

City State    Zip Code    Phone Number    Relationship

19. Travel Plans

Date of Trip (mm/dd/yyyy)    Length of Trip    Countries to be visited

20. Have you ever been married?  Yes  No    If yes, complete the remaining items in #20.

Current spouse's or most recent former spouse's name    Place of birth    Date of marriage (mm/dd/yyyy)    Widowed?     Date (mm/dd/yyyy)   Divorced?

21. Have you ever been issued a U.S. Passport Book?  Yes  No    If yes, complete the remaining items in #21.

Your name as listed on your most recent passport book    Most recent passport book number

Status of your most recent passport book    Approximate date your most recent passport book was issued or date you applied (mm/dd/yyyy)

In My Possession  Stolen  Lost  Other \_\_\_\_\_

22. Have you ever been issued a U.S. Passport Card?  Yes  No    If yes, complete the remaining items in #22.

Your name as listed on your most recent passport card    Most recent passport card number

Status of your most recent passport card    Approximate date your most recent passport card was issued or date you applied (mm/dd/yyyy)

In My Possession  Stolen  Lost  Other \_\_\_\_\_

## STOP! PLEASE DO NOT WRITE BELOW THIS LINE

**FOR ISSUING OFFICE ONLY**     Sole Parent     Both

Name as it appears on citizenship evidence \_\_\_\_\_

- Birth Certificate    SR    CR    City    Filed/Issued:
- Report of Birth    240    545    1350    Filed/City:
- Naturalization / Citizenship Certificate    A#    Date Acquired:
- Passport    Issue Date:
- Other:
- Attached:





# STATEMENT REGARDING A LOST OR STOLEN PASSPORT

## IMPORTANT NOTICE

A U.S. citizen may not normally bear more than one valid or potentially valid U.S. passport book and one valid passport card at a time. It therefore is necessary to submit a statement with an application for a new U.S. passport when a previously issued valid or potentially valid U.S. passport cannot be presented. Your statement must detail why the previous U.S. passport cannot be presented. The information you provide on the DS-64, Statement Regarding a Lost or Stolen Passport, will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport. Anyone using the passport reported on the DS-64, including yourself, may be detained upon entry into the United States. Should you locate the passport reported lost or stolen at a later time, you should report it as found and submit it for cancellation. **It has been invalidated. You may not use that passport for travel.** See page 2 of this form for additional information.

## Protect yourself against identity theft! Report a lost or stolen passport book or passport card!

Please select the document (or documents) which you are reporting and its status.

**U.S. Passport Book**

Lost  
 Stolen

**U.S. Passport Card**

Lost  
 Stolen

### 1. IDENTIFYING INFORMATION

Type or print legibly in blue or black ink in white areas only.

Last Name	First Name	Middle Name
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Has your name changed since the passport was issued? If yes, state the name in which the lost or stolen passport was issued.

Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (mm-dd-yyyy)	Place of Birth (State or Country)	Social Security Number
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Current Address (Street, City, State, and ZIP Code)

Home Telephone Number ( )	Work Telephone Number ( )	E-mail Address
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### 2. LOST OR STOLEN PASSPORT INFORMATION

Answer all questions completely. If you do not know the answer in detail, be as exact as possible.

List your lost or stolen passport numbers:		List the date(s) your lost or stolen passport(s) were issued: (mm-dd-yyyy)	
Passport Book	Passport Card	Passport Book	Passport Card

How, where and on what date did the loss or theft take place? If lost, what efforts were made to recover the passport?

If you have had any other U.S. passport lost or stolen, give the approximate date of this loss or theft and any additional information you can provide. If the space provided is not sufficient to answer the question, please continue answering the question on a separate piece of paper.

Are you submitting this form in connection with an application for a new passport?  Yes  No

I, the undersigned, declare under penalty of perjury that the information furnished herein is correct and complete and that I have not given my passport book and/or passport card to another person or disposed of it in an unauthorized manner. I understand that my passport(s) will be invalidated and cannot be used. If I subsequently find and recover it, I will immediately return it to Passport Services at the address on the back of this form or to the nearest passport agency.

Signature

Date (mm-dd-yyyy)

For Official Use Only

**HOW TO REPORT YOUR LOST OR STOLEN PASSPORT:**

**If you are applying for a new passport, please submit this form with the new passport application to any designated acceptance facility, passport agency, or U.S. consular official.**

**OR**

**If you are not currently applying for a new passport, send this form or a recovered lost or stolen passport to the following address:**

U.S. Department of State  
Passport Services  
Consular Lost/Stolen Passport Section  
Attn: CLASP  
1111 19th Street, NW, Suite 500  
Washington, DC 20036

*(Please do not attempt to use this address for any passport related service other than that described above.)*

**To report your lost or stolen passport by phone, call: 202-955-0430**

**Or visit our website: [www.travel.state.gov](http://www.travel.state.gov)**

**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 and/or 18 U.S.C. 1542. Alteration or mutilation of a U.S. passport is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a U.S. 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.

**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

**AUTHORITIES:** The information solicited on this form is requested pursuant to provisions 22 U.S.C. 211a, et seq.; Executive Order 11295 (August 5, 1966); Title 22, Part 51, Code of Federal Regulations (CFR); and in particular 22 CFR 51.2(b) and 51.8(b).

**PURPOSE:** The primary purpose for soliciting the information is to ensure that no person shall bear more than one valid or potentially valid United States passport book and one valid passport card at any one time, except as authorized by the U.S. Department of State, and to combat passport fraud and misuse.

**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 requests for related services, 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.

**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Except as noted, failure to provide the information requested on this form may result in the denial of a United States passport, related documents, or service to the individual seeking such passport, documents, or service. The disclosure of your social security number on this form is voluntary and in accordance with the authorities listed above and will be used in the processing of your statement regarding your lost or stolen passport and as described in the preceding paragraphs.

\*Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please sent them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202.



# AFFIDAVIT OF IDENTIFYING WITNESS

**INSTRUCTIONS:** See reverse side for detailed instructions.

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

[Redacted]

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

How long have you known applicant?

YEARS MONTHS

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

[Redacted]

Street

City State Zip Code

4. YOUR PLACE OF BIRTH YOUR DATE OF BIRTH (*mm-dd-yyyy*)

5. DAYTIME TELEPHONE NUMBER HOME TELEPHONE NUMBER

( ) ( )

Have you ever been issued a U.S. passport? YES  NO

6. PASSPORT NUMBER DATE OF ISSUE (*mm-dd-yyyy*) PLACE OF ISSUE

**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.

\_\_\_\_\_ (seal) \_\_\_\_\_  
 DATE (*mm-dd-yyyy*) Witness to sign in presence of Acceptance Agent

Signature of person authorized to accept application Clerk of the Postal Employee/Passport Agent Location

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

Date of Issue   
 OR  
 Date of Expiration

1. Type of document Number Place of Issue Date (*mm-dd-yyyy*)

2. Type of document 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

Date of Issue (*mm-dd-yyyy*) Date of Expiration (*mm-dd-yyyy*) Document Number Place of Issue

## INSTRUCTIONS

This affidavit is required **only** when the applicant for a passport is unable to establish his or her identity to the satisfaction of a person authorized to accept passport applications. **The applicant must still present some identification of his or her own.** Witness must complete items 1 through 6. Please PRINT legibly.

### 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, 213, and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR). Also, where specifically noted, pursuant to 26 USC 6039E.

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a US 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 US nationals abroad.

**ROUTINE USES:** The information solicited on this form is 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' designed 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 documents, or service to the individual seeking such passport, documents, or service.

\*Public reporting burden for this collection of information is estimated to average 5 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, D.C. 20520.

### 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 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.

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.



**APPLICATION FOR A U.S. PASSPORT**  
**NAME CHANGE, DATA CORRECTION, AND LIMITED PASSPORT BOOK REPLACEMENT**

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET  
FOR YOUR RECORDS.

**Date of Application:**

**FOR INFORMATION, QUESTIONS, AND INQUIRIES:** Please visit our website at [travel.state.gov](http://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 email at **NPIC@state.gov**. Customer Service Representatives are available M-F 6AM-12 Midnight Eastern Time (excluding federal holidays). Automated information is available 24/7.

**U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR INTERNATIONAL TRAVEL BY LAND OR SEA BETWEEN THE UNITED STATES, CANADA, MEXICO, THE CARIBBEAN AND BERMUDA. IT IS NOT GLOBALLY INTEROPERABLE AND IS NOT VALID FOR TRAVEL BY AIR TO OR FROM ANY FOREIGN DESTINATION.**

**CAN I USE THIS FORM?**

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

I have had a change in my name and my most recent U.S. passport book and/or U.S. passport card was issued less than one year ago;

Yes

No

**OR**

My identifying information in my most recent U.S. passport book and/or U.S. passport card was printed incorrectly;

Yes

No

**OR**

My most recent U.S. passport book was limited in validity and was issued less than one year ago.

Yes

No

**If you answered NO to ALL of the three statements above, STOP – You cannot use this form!!!**

You must apply on application form DS-11 or DS-82 depending on your circumstances. Please refer to those forms, visit our website, or contact the National Passport Information Center for further information.

**See Instruction Page 2 for Detailed Information  
on the Completion and Submission of this Form.**

**INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.**

**NOTICE TO APPLICANTS RESIDING ABROAD**

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed on Instruction Page 2. Such applicants should contact the nearest United States embassy or consulate for procedures to be followed when applying overseas.



**WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 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 USC 1544. All statements and documents are subject to verification.**

## WHAT DO I SEND WITH THIS APPLICATION FORM?

- 1. YOUR MOST RECENT U.S. PASSPORT BOOK AND/OR PASSPORT CARD.**
- 2. TWO RECENT, 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 your 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. 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.)
- 3. EVIDENCE TO SUPPORT A NAME CHANGE OR OTHER CHANGE IN DESCRIPTIVE DATA.**
  - If your name has changed, the name change document you must submit may be a certified copy or a complete and unaltered photocopy of your marriage certificate or court order showing a seal and officiate/judge signature. 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 Federal, State, or county court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
  - If there is a change or an error in the descriptive data in your recently issued passport you must submit the appropriate evidence showing the correct information (e.g. certified birth certificate or marriage certificate as described above).
  - All documents will be returned to you with your passport.

**PLEASE NOTE: If you are re-applying because your U.S. passport book was limited in validity due to a lack of citizenship evidence or identity, please submit the necessary document as specified by Passport Services. Passports limited in validity due to multiple losses cannot be extended. Please contact the National Passport Information Center for detailed information and instructions.**

## HOW DO I APPLY USING THIS FORM?

- 1. COMPLETE, SIGN AND DATE THIS FORM.**
- 2. SEND THIS FORM WITH YOUR MOST RECENT U.S. PASSPORT BOOK AND/OR PASSPORT CARD, ANY REQUIRED ADDITIONAL EVIDENCE, AND TWO RECENT COLOR PHOTOGRAPHS.**

### **ROUTINE SERVICE**

#### **MAIL THIS FORM TO:**

National Passport Processing Center  
Post Office Box 90107  
Philadelphia, PA 19190-0107

### **EXPEDITED SERVICE (Additional Fee)**

#### **MAIL THIS FORM TO:**

National Passport Processing Center  
Post Office Box 90907  
Philadelphia, PA 19190-0907

## IS THERE A FEE ASSOCIATED WITH THIS FORM AND HOW WILL MY NEW PASSPORT BOOK AND/OR PASSPORT CARD BE MAILED BACK TO ME?

- There is no fee associated with the use of this form unless expedited service is requested (see below). Your re-issued U.S. passport book and/or passport card and any documentary evidence submitted to Passport Services will be returned to you by priority mail.
- **OVERNIGHT DELIVERY SERVICE:** If you desire overnight delivery service for the return of your passport, include the appropriate fee with your payment.
- **FASTER PROCESSING:** For an additional fee, you may request expedited service. Please include this fee in your payment and submit the application to the appropriate address. **Please write "Expedite" on the outer envelope when mailing. TO ENSURE MINIMAL PROCESSING TIME for expedited applications, Passport Services recommends using overnight delivery when submitting the application AND including the appropriate postage fee for return overnight delivery for the completed passport.** Visit our website for updated fees and processing times. Expedited service is available only in the United States.

**NOTE:** The Passport Center will not mail a passport to a private address outside the United States.

**NOTE:** If you choose to provide your e-mail address in Item #8 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

## FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a U.S. passport or renewal of a U.S. passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

## NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by EFT.

## REMITTANCE OF FEES

31 U.S.C. 7701 requires persons "doing business" with a federal agency to provide their Social Security Numbers to that agency. Because the Department of State collects fees for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 CFR 22.1, and 22 CFR 51.50–56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900–904). In accordance with the Debt Collection Improvement Act (Pub.L. 104–134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred. In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

## OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a U.S. passport.

## PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 30 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: U.S. Department of State (A/ISS/DIR) Washington, DC 20520.

## IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or passport card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or passport card. Anyone using the passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

## PROTECT YOURSELF AGAINST IDENTITY THEFT REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

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

## ACTS OR CONDITIONS

(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 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/nationality, 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.

## PRIVACY ACT STATEMENT

**AUTHORITIES:** Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a et seq.; 26 U.S.C. 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

**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 requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.


**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

## ELECTRONIC PASSPORT STATEMENT

The State Department has begun issuing a new type of passport book containing an embedded electronic chip and called an "Electronic Passport". The new passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the new passport book to carry a duplicate electronic copy of all information from the data page. The new passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the new passport book provides for faster clearance through some of the port-of-entry processes.

The new passport book does not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the new passport book is printed with a special symbol representing the embedded chip. The symbol  will appear in port-of-entry areas where the electronic passport book can be read.

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

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must 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.



# APPLICATION FOR A U.S. PASSPORT

## NAME CHANGE, DATA CORRECTION, AND LIMITED PASSPORT BOOK REPLACEMENT

OMB APPROVAL NO. 1405-0160  
EXPIRATION DATE: 12-31-2010  
ESTIMATED BURDEN: 30 MIN

Attention: see WARNING on page two of instructions

**Please select the document (or documents) which you are submitting:**

U.S. Passport Book     U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for detailed information.

R     D     O     DP  
End. # \_\_\_\_\_ Exp \_\_\_\_\_

**1. Name** *Last*

First & Middle

**2. Date of Birth** *(mm/dd/yyyy)*

**3. Sex**

M     F

**4. Place of Birth** *(City & State or City & Country as it is presently known)*

**5. Social Security Number**

**6. Mailing Address:** *Street/RFD # or P.O. Box*

Apartment or unit #

City

State

Zip Code *(Zip + 4 if known)*

In Care Of or Country, if applicable

**7. Contact Phone Number**

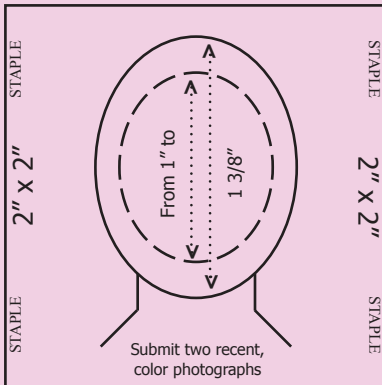
Home     Cell  
 Work

**8. Email Address** *(Optional)*

**9. Have You Ever Used A Different Name** *(Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)*

1.

2.



**10. Current Passport Book or Passport Card Information**

Your name as listed on your most recent passport book or passport card

Most recent passport book or passport card number

Issue date *(mm/dd/yyyy)*

Please record the information as it currently appears in the passport book and/or passport card - even if it is incorrect.

**CONTINUE TO PAGE 2**

**YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW**

I declare under penalty of perjury all of the following: 1)I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2)the statements made on the application are true and correct; 3)I have not knowingly and willfully made false statements or included false documents in support of this application; 4)the photograph submitted with this application is a genuine, current, photograph of me; and 5)I have read and understood the warning on page two of the instructions to the application form.

x \_\_\_\_\_  
**Applicant's Signature - age 16 and older**

x \_\_\_\_\_  
**Parent's/Legal Guardian's Signature (if identifying minor)**

\_\_\_\_\_ **Date**

**This section for issuing office only**

- Name Change Evidence:
- Data Correction Evidence:
- Replacement Evidence:
- Other:
- Attached:



EF \_\_\_\_\_ Postage \_\_\_\_\_ Other \_\_\_\_\_



**Name of Applicant** (Last, First & Middle) **Date of Birth** (mm/dd/yyyy)

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<b>11. Height</b>	<b>12. Hair Color</b>	<b>13. Eye Color</b>	<b>14. Occupation</b>	<b>15. Employer</b>

**16. Additional Contact Phone Numbers**

	<input type="checkbox"/> Home <input type="checkbox"/> Cell		<input type="checkbox"/> Home <input type="checkbox"/> Cell
	<input type="checkbox"/> Work <input type="checkbox"/> _____		<input type="checkbox"/> Work <input type="checkbox"/> _____

**17. Permanent Address:** Street/RFD # (No P.O. Box) Apartment or unit #

City	State	Zip Code

**18. Emergency Contact** - Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name	Address: Street/RFD # or P.O. Box	Apartment or unit #		
City	State	Zip Code	Phone Number	Relationship

**19. Travel Plans**

Date of Trip (mm/dd/yyyy)	Length of Trip	Countries to be visited

**Please complete the following questions regarding your current passport book and / or passport card**

**Since your passport book or passport card was issued has your name changed by marriage or court order?**

Yes  No

If yes, please complete this section with your current information.

**Current Name** Last

First <input type="checkbox"/>	Middle <input type="checkbox"/>

**Please Note: To complete a name change, the travel document(s) which you are submitting must be less than one year old.**

Please submit the following documents: Evidence of your name change (such as a marriage certificate or court order), your current passport book and/or passport card, and this completed form to the address listed on page two of the instructions.

**Was your identifying information printed incorrectly in your passport book or passport card?**

Yes  No

If yes, please complete the information as it should appear, and **check only the box(es) next to the field(s) to be corrected.**

Name Last <input type="checkbox"/>	Sex <input type="checkbox"/>	Place of Birth (State or Country) <input type="checkbox"/>
	<input type="checkbox"/> Male	
	<input type="checkbox"/> Female	
Date of Birth (mm/dd/yyyy) <input type="checkbox"/>		

Please submit the following documents: Evidence of your correct identifying information (such as a marriage certificate or birth certificate), your current passport book and/or passport card, and this completed form to the address listed on page two of the instructions.


**Was your most recent passport book limited for one year or less?**

Yes  No

**Please Note: To complete a limited passport book replacement, the passport book which you are submitting must be less than one year old. Passport books limited in validity because of multiple losses cannot be extended.**

Please be sure to enclose your passport book with this application.

If yes, please submit the following documents: Evidence of your United States citizenship and/or evidence of your identity, your current passport book, and this completed form to the address listed on page two of the instructions.

  
DS 5504 1.0 2007 2



# APPLICATION FOR A U.S. PASSPORT BY MAIL

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS.

## Date of Application:

**FOR INFORMATION, QUESTIONS, AND INQUIRIES:** Please visit our website at [travel.state.gov](http://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 email at **NPIC@state.gov**. Customer Service Representatives are available M-F 6AM-12 Midnight Eastern Time (excluding federal holidays). Automated information is available 24/7.

**U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR INTERNATIONAL TRAVEL BY LAND OR SEA BETWEEN THE UNITED STATES, CANADA, MEXICO, THE CARIBBEAN AND BERMUDA. IT IS NOT GLOBALLY INTEROPERABLE AND IS NOT VALID FOR TRAVEL BY AIR TO OR FROM ANY FOREIGN DESTINATION.**

## CAN I USE THIS FORM?

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

I can submit my most recent U.S. passport book and/or U.S. passport card with this application.

Yes

No

I was at least 16 years old when my most recent U.S. passport book and/or U.S. passport card was issued.

Yes

No

I was issued my most recent U.S. passport book and/or U.S. passport card less than 15 years ago.

Yes

No

I use the same name as on my most recent U.S. passport book and/or U.S. passport card.

Yes

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 an acceptance agent authorized to accept passport applications. Visit [travel.state.gov](http://travel.state.gov) to find your nearest acceptance facility.

**See Instruction Page 2 for Detailed Information on the Completion and Submission of this Form.**

**INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT. NOTICE TO APPLICANTS RESIDING ABROAD**

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed on Instruction Page 2. Such applicants should contact the nearest United States embassy or consulate for procedures to be followed when applying overseas.

**WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 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 USC 1544. All statements and documents are subject to verification.**

## WHAT DO I SEND WITH THIS APPLICATION FORM?

- Your most recent U.S. passport book and/or U.S. passport card
- A marriage certificate or court order if your name has changed
- Fees
- Two recent, color photographs

(Please visit our website at [travel.state.gov](http://travel.state.gov) for detailed information regarding current fees.)

### See below for more detailed information.

- 1. YOUR MOST RECENT U.S. PASSPORT (BOOK AND/OR CARD FORMAT).** Submit your most recently issued passport book and/or passport card. When submitting a passport book and/or passport card with this form, please verify that the document was issued at age 16 or older in your current name (or see item #2 below) and issued within the past 15 years. If your U.S. 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 may be a certified copy or a complete and unaltered photocopy showing a seal and officiate/judge signature. All documents will be returned to you by mail. 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 Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
- 3. THE CURRENT PASSPORT FEE.** Enclose the fee in the form of a personal check or money order. **MAKE CHECKS PAYABLE TO "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 fees are non-refundable.  
**OVERNIGHT DELIVERY SERVICE:** If you desire overnight delivery service for the return of your passport, please include the appropriate fee with your payment.  
**FASTER PROCESSING:** For an additional fee, you may request expedited service. Please include this fee in your payment and submit the application to the appropriate address. **Please write "Expedite" on the outer envelope when mailing. Also, TO ENSURE MINIMAL PROCESSING TIME for expedited applications, Passport Services recommends using overnight delivery when submitting the application AND including the appropriate postage fee for return overnight delivery for the completed passport book or passport card.** Expedited service is available only in the United States. Please visit our website for updated information regarding fees and service times.
- 4. TWO RECENT, 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 your 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. 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 and information regarding affixing the photograph to the application.

**NOTE:** If you choose to provide your e-mail address in Item #8 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

## WHERE DO I MAIL THIS APPLICATION?

### ROUTINE SERVICE

#### MAIL THIS FORM TO:

National Passport Processing Center  
Post Office Box 90155  
Philadelphia, PA 19190-0155

### EXPEDITED SERVICE (Additional Fee)

#### MAIL THIS FORM TO:

National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955

## FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a U.S. passport or renewal of a U.S. passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

## NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by EFT.

## REMITTANCE OF FEES

31 U.S.C. 7701 requires persons "doing business" with a federal agency to provide their Social Security Numbers to that agency. Because the Department of State collects fees for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 CFR 22.1, and 22 CFR 51.50–56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900–904). In accordance with the Debt Collection Improvement Act (Pub.L. 104–134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred. In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

## OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a U.S. passport.

## PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 40 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: U.S. Department of State (A/ISS/DIR) Washington, DC 20520.

## IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or passport card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or passport card. Anyone using the passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

## PROTECT YOURSELF AGAINST IDENTITY THEFT REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

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



## ACTS OR CONDITIONS

(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 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/nationality, 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.

## PRIVACY ACT STATEMENT

**AUTHORITIES:** Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a et seq.; 26 U.S.C. 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

**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 requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.


**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

## ELECTRONIC PASSPORT STATEMENT

The State Department has begun issuing a new type of passport book containing an embedded electronic chip and called an "Electronic Passport". The new passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the new passport book to carry a duplicate electronic copy of all information from the data page. The new passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the new passport book provides for faster clearance through some of the port-of-entry processes.

The new passport book does not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the new passport book is printed with a special symbol representing the embedded chip. The symbol  will appear in port-of-entry areas where the electronic passport book can be read.

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

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must 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.



# APPLICATION FOR A U.S. PASSPORT BY MAIL

OMB APPROVAL NO. 1405-0020  
EXPIRATION DATE: 12-31-2010  
ESTIMATED BURDEN: 40 MIN

Attention: see WARNING on page two of instructions

Please select the document (or documents) for which you are applying:

U.S. Passport Book     U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for detailed information.

**1. Name** Last

First & Middle

**3. Sex**

M  F

**4. Place of Birth** (City & State or City & Country as it is presently known)

**2. Date of Birth** (mm/dd/yyyy)

**5. Social Security Number**

**6. Mailing Address:** Street/RFD # or P.O. Box

Apartment or unit #

City

State

Zip Code (Zip + 4 if known)

In Care Of or Country, if applicable

**7. Contact Phone Number**

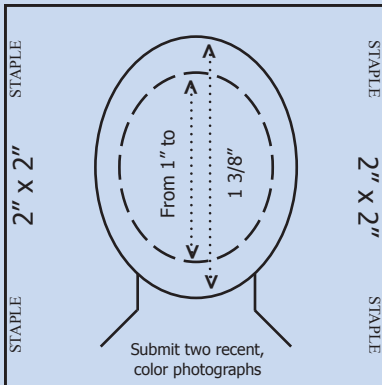
Home     Cell  
 Work

**8. Email Address** (Optional)

**9. Have You Ever Used A Different Name** (Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)

1.

2.



**10. Passport Book or Passport Card Information**

Your name as listed on your most recent passport or passport card

Most recent passport book or passport card

Issue date (mm/dd/yyyy)

**11. Name Change Information** - Complete if name is different than last passport book or passport card

Changed by Marriage  
 Changed by Court Order

Place of Name Change (City/State)

Date (mm/dd/yyyy)

Please submit marriage certificate or court order to support your name change.

**CONTINUE TO PAGE 2**

**YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW**

I declare under penalty of perjury all of the following: 1)I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2)the statements made on the application are true and correct; 3)I have not knowingly and willfully made false statements or included false documents in support of this application; 4)the photograph submitted with this application is a genuine, current, photograph of me; and 5)I have read and understood the warning on page two of the instructions to the application form.

x \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**This section for issuing office only**

Marriage Certificate    Date of Marriage/Place Issued:

Court Order    Date Filed/Court:

Other:

Attached:



PPT Fee \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Other \_\_\_\_\_



DS 82 10 2007 1

**Name of Applicant** *(Last, First & Middle)* **Date of Birth** *(mm/dd/yyyy)*

<b>12. Height</b>	<b>13. Hair Color</b>	<b>14. Eye Color</b>	<b>15. Occupation</b>	<b>16. Employer</b>
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**17. Additional Contact Phone Numbers**

<input type="checkbox"/> Home <input type="checkbox"/> Cell	<input type="checkbox"/> Home <input type="checkbox"/> Cell
<input type="checkbox"/> Work <input type="checkbox"/> _____	<input type="checkbox"/> Work <input type="checkbox"/> _____

**18. Permanent Address:** *Street/RFD # (No P.O. Box)* Apartment or unit #

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City State    Zip Code

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**19. Emergency Contact** - *Provide the information of a person not traveling with you to be contacted in the event of an emergency.*

Name	Address: Street/RFD # or P.O. Box	Apartment or unit #		
City	State	Zip Code	Phone Number	Relationship

**20. Travel Plans**

Date of Trip <i>(mm/dd/yyyy)</i>	Length of Trip	Countries to be visited

**STOP! YOU HAVE COMPLETED YOUR APPLICATION  
BE SURE TO SIGN AND DATE PAGE ONE**





# U.S. MISSION TO GERMANY

## Credit Card Payment Authorization Form

Please complete all items and sign. Incomplete forms will not be processed.

Credit card type:

Master Card       Visa Card       American Express   
Discover

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date Month: \_\_\_\_\_ Year: \_\_\_\_\_

Full name as shown on Credit Card: \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please charge the credit card listed above for the requested consular services. I understand that this charge will be in U.S. Dollars.

Signature: \_\_\_\_\_  
Card Holder's Signature      Date