

UNITED STATES DEPARTMENT OF STATE
PASSPORT APPLICATION
HOW TO APPLY FOR A U.S. PASSPORT

FOR INQUIRIES (A fee is charged for this service.): National Passport Information Center, 1-900-225-5674, For TDD: 1-900-225-7778 **OR** For Credit Card Users: 1-888-362-8668, For TDD: 1-888-498-3648

U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport. **IF YOU ARE A FIRST-TIME APPLICANT**, please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) **PROOF OF U.S. CITIZENSHIP**, (2) **PROOF OF IDENTITY**, (3) **TWO PHOTOGRAPHS**, (4) **FEES** (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any 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 in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

IF YOU HAVE HAD A PREVIOUS PASSPORT, inquire about eligibility to use Form DSP-82 (mail-in application). Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

(1) PROOF OF U.S. CITIZENSHIP.

(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit previous U.S. passport or **certified** birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

IF NO BIRTH RECORD EXISTS, submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.

(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.

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.

IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENT(S), submit a Consular Report of Birth (Form FS-240) or Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and places of residence/physical presence in the United States and abroad before your birth.

(2) **PROOF OF IDENTITY.** If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous U.S. passport; Certificate of Naturalization or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporary or altered documents are not acceptable.

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an **IDENTIFYING WITNESS** who is a U.S. citizen 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 DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) **TWO PHOTOGRAPHS.** Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) **FEES.** Submit **\$60** if you are 16 years of age or older. The passport fee is **\$45**. In addition, a fee of **\$15** is charged for the execution of the application. 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. Submit **\$40** if you are 15 years of age or younger. The passport fee is **\$25** and the execution fee is **\$15**. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Expedited service is available only in the United States. Expedite requests will be processed in 3 workdays from receipt at a Passport Agency. This service is available only for early departure, generally with proof of travel. The additional fee is **\$35**.

Pay the passport and execution fees in one of the following forms: Checks-personal, certified, traveler's; 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.

Make passport and execution fees payable to Passport Services (except if applying at a designated acceptance facility, such as a State court or municipal office, pay execution fee as required) or the appropriate Embassy or Consulate, if abroad. Pay special postage if applicable.

An additional adjudication fee of **\$100** will be charged to previously undocumented passport customers who were born outside the United States and who have not been issued any of the following documents: a U.S. passport, a Consular Report of Birth Abroad, a Certification of Report of Birth, a Certificate of Naturalization or a Certificate of Citizenship.

An additional **\$15** fee will be charged when, upon request, the Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because the customer is unable to submit evidence of U.S. citizenship.

No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except designated acceptance facilities may collect the execution fee).

FEDERAL TAX LAW:

26 U.S.C. 6039E (Internal Revenue Code) requires a passport applicant to provide his/her name and social security number. If you have not been issued a social security number, enter zeros in box #6. The Department of State must provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a **\$500** penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

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, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. 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 submitted are subject to verification.

PRIVACY ACT STATEMENT:

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 USC 211a, 212, 213, and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR). Also, as noted, 26 USC 6039E.

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

ROUTINE USES: The information is made available as a routine use on a need-to-know basis to personnel of the Department of State. The principal users of this information are offices within the Bureau of Consular Affairs. Information may also be provided to other government agencies having statutory or other lawful authority to gain access to such information in the performance of their official duties, pursuant to a court order, and as set forth in Part 171, Title 22 CFR.

The submission of this form is mandatory in order to obtain a U.S. passport. Individuals who fail to submit this form or who do not provide all the requested information, except that which is marked "Not Mandatory", may be denied a passport, related document, or service.

*Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (OIS/RA/DIR) Washington, D.C. 20520-0264, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (1405-0004), Washington, D.C. 20503.