

General Instructions for Passport Application

For more complete info go to www.travel.state.gov

New Applicants

1. PROOF OF US CITIZENSHIP

a. APPLICANTS BORN IN THE UNITED STATES: Submit a previous US 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 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 is acceptable if it is supported by evidence described in the next paragraph.

(2) If no birth record exists: Submit a registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspapers or insurance files, or notarized affidavits of persons having knowledge of your birth (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.

b. APPLICANTS BORN OUTSIDE THE UNITED STATES: Submit a previous US 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 US 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, **AND** an affidavit showing all of your US 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 US 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, parent's marriage certificate, proof of citizenship of your parent(s), **AND** an affidavit showing all of your US citizen parent's 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 US Citizen Parent(s): Submit evidence of your permanent residence status, full and final adoption, **AND** your US citizen parent(s) evidence of legal and physical custody. (Please note: Acquisition of US citizenship for persons born abroad or 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 US 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 US passport; Certificate of Naturalization, Certificate of Citizenship, driver's license (not temporary or learner's license); or government (Federal, State, municipal) 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 US citizen, non US 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 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. They must be capable of withstanding a mounting temperature of 225°F (10rC). 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: The passport processing fee is \$55, the application execution fee is \$30, and the security surcharge is \$12, therefore your total cost for the passport will be \$97. 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: The passport processing fee is \$40, the application execution fee is \$30, and the security surcharge is \$12, therefore your total cost for the passport will be \$82. 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 PROCESSING, EXECUTION, AND SECURITY FEES ARE NON-REFUNDABLE.

The passport processing, execution, and security fees may be paid in one 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 (US Postal, international, currency exchange), or

if abroad, the foreign currency equivalent, or a check drawn on a US bank. All fees should be payable to the "US Department of State" or if abroad, the appropriate US embassy or US consulate. When applying at a designated acceptance facility, the \$30 execution fee 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. Expedited requests will be processed in three workdays from receipt at a passport agency. The additional fee for expedited service is \$60. Therefore, if you choose to request expedited service and you are 16 years of age or older the total cost of your US passport will be \$157 and if you are 15 years of age or younger the total cost of your US passport will be \$142. Expedited service is available only in the United States.

If you desire SPECIAL POSTAGE SERVICE (overnight mail, special delivery, etc.) include the appropriate postage fee with your payment. An additional \$60 fee will be charged when, upon your request, the US Department of State verifies issuance of a previous US passport or Consular Report of Birth Abroad because you are unable to submit evidence of US citizenship.

For applicants with US 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 #12 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.

GENERAL INSTRUCTION FOR APPLICATION OF PASSPORT RENEWAL

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.

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 USC 211 a et seq.; 26 USC 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 US passport.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the US 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 US citizens and non-citizen nationals abroad. The information may be made available to private US citizen 'wardens' designated by the US 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 US passport.

ELECTRONIC PASSPORT STATEMENT

Early in 2005, the State Department will begin issuing a new type of passport containing an embedded electronic chip and called an "Electronic Passport". The new passport will continue to be proof of the bearer's United States citizenship and identity, and will look and function in the same way as a passport without a chip. The addition of an electronic chip in the back cover will enable the new passport to carry a duplicate electronic copy of all information from the data page. The new passport will be usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format will provide 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 will provide for faster clearance through some of the port-of-entry processes.

Issuance of this new passport will be phased in during an 18-month period. It is expected that by mid-2006 nearly all US passports will be issued in this new format. The new passport will 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, and is not susceptible to unauthorized reading.

The cover of the new passport will be printed with a special symbol representing the embedded chip. The symbol "LOGO IMAGE" will appear in port of entry areas where the electronic passport 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.