



U.S. Department of State  
**APPLICATION FOR A U.S. PASSPORT OR REGISTRATION**  
**HOW TO APPLY FOR A U.S. PASSPORT**

OMB APPROVAL NO. 1405-0004  
EXPIRATION DATE: 03/31/2005  
ESTIMATED BURDEN: 20 MINUTES  
(See Page 4)

**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, 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](mailto:NPIC@state.gov). Customer Service Representatives are available M-F 8AM-8PM EST (excluding federal holidays). Automated information is available 24/7.

**U.S. PASSPORTS ARE ISSUED ONLY TO U.S. CITIZENS OR NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT.**

**APPLICANTS WHO HAVE HAD A PREVIOUS U.S. PASSPORT:**

If your most recent passport 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 application). Please inquire about eligibility when you apply or visit our website or contact NPIC. Address any requests for a passport amendment, extension of validity, or the addition of visa pages to a Passport Agency or a U.S. consulate or embassy abroad. In advance of your departure, check visa requirements with consular officials of the countries you will be visiting.

**SPECIAL REQUIREMENTS FOR CHILDREN**

● **AS DIRECTED BY PUBLIC LAW 106-119:**

To submit an application for a child under age 14 **both parents or the child's legal guardian(s) must appear and present all of the following:**

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

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

- Second parent's 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 22CFR51 Effective February 1, 2004:**

Each minor child applying for a passport shall appear in person.

**FIRST TIME APPLICANTS:**

Please complete and submit this application in person. Each application must be accompanied by:

1. PROOF OF U.S. CITIZENSHIP
2. PROOF OF IDENTITY
3. TWO RECENT, IDENTICAL, COLOR PHOTOGRAPHS, **AND**
4. FEES (as explained on reverse of form) 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 in Boston, Chicago, 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 Reverse Side for Detailed Information.**

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## 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 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 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 (preferably 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 issuing office (if customary) and the signature of the issuing official.
- b. **APPLICANTS BORN OUTSIDE THE UNITED STATES:** Submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Consular 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, 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, parent's marriage certificate, proof of citizenship of your parent(s), 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.
- (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.

## 2. PROOF OF IDENTITY

You must establish your identity to 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 U.S. 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.

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 DS-71) before the acceptance agent. You must also submit some identification of your own.

## 3. TWO RECENT, IDENTICAL, COLOR PHOTOGRAPHS

Submit two color photographs of you alone, sufficiently recent to be a good likeness of you (normally taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of 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 full front view of your face, and printed on thin paper with plain light (white or off-white) background. They must be capable of withstanding a mounting temperature of 225 Fahrenheit (107 Celsius). The photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details.)

## 4. FEES

- a. If you are 16 years of age or older: The passport processing fee is \$55. In addition, a fee of \$30 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.
- b. If you are 15 years of age or younger: The passport processing fee is \$40. In addition, a fee of \$30 is charged for the execution of the application. 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.

### **BY LAW, THE PASSPORT PROCESSING AND EXECUTION FEES ARE NON-REFUNDABLE.**

- **The passport processing and execution 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 (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" (except the \$30 execution fee when applying at a designated acceptance facility), or if abroad, the appropriate U.S. embassy or consulate. **[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. 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 \$45 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.**

### **IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT STOLEN**

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport at a time. It therefore is necessary to submit a statement with an application for a new U.S. passport when a previous valid or potentially valid U.S. passport cannot be presented with an application for a new passport. Your statement must detail why the previous U.S. passport cannot be presented.

The information you provide regarding your lost or stolen U.S. 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 a passport book reported as lost or stolen may be detained upon entry into the United States. Should you locate your U.S. passport (previously 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 for travel.

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

APPLICATION FOR A ☐ U.S. PASSPORT ☐ REGISTRATION

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

1. NAME (First and Middle)					
LAST					
2. MAIL PASSPORT TO: STREET / RFD # OR P.O. BOX      APT. #					
CITY	STATE				
ZIP CODE	COUNTRY / IN CARE OF (if applicable)				
3. SEX <input type="checkbox"/> M <input type="checkbox"/> F	4. PLACE OF BIRTH (City & State OR City & Country) Month Day Year				
5. DATE OF BIRTH      6. SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON PAGE 4)					
7. HEIGHT Feet Inches	8. HAIR COLOR	9. EYE COLOR	10. HOME TELEPHONE	11. BUSINESS TELEPHONE	12. OCCUPATION
13. PERMANENT ADDRESS (DO NOT LIST P.O. BOX)      CITY      STATE      ZIP CODE					
14. FATHER'S FULL NAME Last First      BIRTHPLACE      BIRTHDATE      U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No		15. MOTHER'S FULL MAIDEN NAME Last First      BIRTHPLACE      BIRTHDATE      U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. HAVE YOU EVER BEEN MARRIED? <input type="checkbox"/> Yes <input type="checkbox"/> No		SPOUSE'S OR FORMER SPOUSE'S FULL NAME AT BIRTH      BIRTHPLACE      BIRTHDATE      U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No			
DATE OF MOST RECENT MARRIAGE Month Day Year		WIDOWED/DIVORCED? <input type="checkbox"/> Yes Give Date Month Day Year <input type="checkbox"/> No		17. OTHER NAMES YOU HAVE USED (1) (2)	
18. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, COMPLETE NEXT LINE AND SUBMIT PASSPORT IF AVAILABLE.		MOST RECENT PASSPORT NUMBER      APPROXIMATE ISSUE DATE Month Day Year		DISPOSITION <input type="checkbox"/> Submitted <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> Other	
NAME IN WHICH ISSUED					
It is necessary to submit a statement with an application for a new passport when a previous valid or potentially valid passport cannot be presented. The statement must set forth in detail why the previous passport cannot be presented. Use Form DS-64.					
STAPLE HERE		19. EMERGENCY CONTACT. If you wish, you may supply the name, address and telephone number of a person not traveling with you to be contacted in case of emergency. NAME STREET CITY      STATE      ZIP CODE      TELEPHONE		20. TRAVEL PLANS (not mandatory) Date of Trip Length of Trip Month Day Year COUNTRIES TO BE VISITED:	
21. STOP! DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH. I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.					
FOLD HERE		Applicant's Signature - age 14 or older		Mother's/Legal Guardian's Signature (if identifying minor)	
22. FOR ACCEPTANCE AGENT'S USE _____ (Signature of person authorized to accept application)		Month Day Year (SEAL)		<input type="checkbox"/> Clerk of Court; Location _____ <input type="checkbox"/> PASSPORT Agent <input type="checkbox"/> Postal Employee <input type="checkbox"/> (Vice) Consul USA	
23a. Applicant's or Father's Identifying Documents <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Specify) _____ Issue Date: _____ Expiration Date: _____ Place of Issue: _____ Name _____ ID No. _____		23b. Mother's Identifying Documents <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Specify) _____ Issue Date: _____ Expiration Date: _____ Place of Issue: _____ Name _____ ID No. _____			
24. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> SR <input type="checkbox"/> CR <input type="checkbox"/> City Filed/Issued: <input type="checkbox"/> Passport      Bearer's Name: <input type="checkbox"/> Report of Birth: <input type="checkbox"/> Naturalization/Citizenship Cert.    No./Issued: <input type="checkbox"/> Other: <input type="checkbox"/> Seen & Returned: <input type="checkbox"/> Attached:					
25. FEE EXEC. EF OTHER					

U.S. Department of State  
**APPLICATION FOR U.S. PASSPORT OR REGISTRATION**

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**FEDERAL TAX LAW**

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

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**ACTS OR CONDITIONS**

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(If any of the below-mentioned acts or conditions has been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

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

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**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

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

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

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

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

Public reporting burden for this collection of information is estimated to average 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. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.