

Foreign Travel

The following **MUST** be completed at least 65 days prior to departure:

(BE SURE TO ALLOW ADDITIONAL TIME IF THE TRAVELER DOES NOT CURRENTLY HAVE AN OFFICIAL PASSPORT!)

1. ARIS entry into Foreign Travel Information System (FTIS). SEE FTIS DATA ENTRY INSTRUCTIONS, following (Submit hard copy of this form with the AD-202 to the Area Director's office after LAO has reviewed.)
2. A FTIS country reference table printout. Check FTIS printout for visa requirements, photos, validity of passport, etc. Locations hold official passports for travelers who currently have them, so if a visa is needed, the official passport and any necessary photos need to accompany the AD-202 to the Area Office.
3. A trip itinerary from the Travel Management Center (or traveler if tickets are being provided "in-kind" by outside sources.
4. AD-202, Travel Authorization, initialed by the RL. To obtain correct Foreign Location Codes go to:
<http://dab.nfc.usda.gov/pubs/docs/tflc/tflc/foreigncodes.html>

Remarks Page. Please include the following information:

- Purpose of travel, including name of the paper presented when attending a meeting or similar function.
- Travel method - when not be the most advantageous such as driving POV instead of flying.
- Will annual leave be taken? If yes, how many hours? **Do not include A/L on dates of travel unless it is in the middle of the official trip.**
- All information requested from the FTIS Country Reference Table to obtain visas and country clearance; place (city/state) and date of birth.
- If the country table says that a visa is required, read to see what information is necessary to obtain the visa. IF application says USDA or FAS, then FAS fills out the application for the traveler. IF application says TRAVELER, then JoAnn Volk needs to be contacted to request a visa application for the appropriate country. (This needs to be done **prior** to sending the package to Area, so all of the requested information can be submitted together, along with the passport).
- Look at the following web site to determine the entry requirements for each country: <http://travel.state.gov/>

Following is a list of information needed for all foreign travel requests. Please include as much of this information as possible on the ARIS trip legs. For each trip leg in ARIS, list the purpose and contact. Information in ARIS does not need to be repeated on the AD-202 unless space doesn't allow the information to be complete in ARIS. Then it needs to be on the AD-202.

- List ALL cities w/in a country visiting and the dates
- Whether Embassy or FAS support is required and if so precisely what support the traveler is requiring
- Full name (no initials) and phone number of contacts in **each** city within **each** country the traveler is visiting that can reach the traveler at that location. Country contact may not be another U.S. citizen that is attending the meeting, seminar, etc. The contact must reside in the

city/country that the traveler is visiting.

- Traveler contact point prior to departure (Name, Telephone number)
 - Emergency contact at your home office (Name, telephone and fax numbers, usually the secretary)
5. If outside funds are involved:
- Letter of Offer
 - Conflict of Interest Analysis Form
 - Non Federal Source Report Form
 - An undated letter of acceptance prepared on behalf of the Area Director, e-mailed to JoAnn Volk, jvolk@mwa.ars.usda.gov, per sample.
 - Statement that "Only public information will be shared and no sensitive or confidential material will be used."

Include a statement that the traveler is responsible for obtaining the correct exchange rate for all receipts. (A currency converter site: <http://www.oanda.com>)

When the foreign travel is approved, the Area Office completes the Embassy notifications, and any other required information associated with the VISA request.

Remind the traveler that he/she is responsible for obtaining necessary immunizations (Center for Disease Control Fax Information Service: 404-332-4565; or call 404-639-3311 or 404-639-8105 to get hard copy information regarding necessary immunizations. You may also visit the CDC website at <http://www.cdc.gov/travel/index.htm>)

NOTE: Please be certain everything that is required is with the travel request so the trip can be processed in a timely manner (use the checklist)! All foreign travel packages that are sent to MWA for approval that are missing required information will be returned to the location via regular mail with an email to the LAO, RL, Secretary, and travel contact person for the location, explaining why it was returned.

Returning foreign travel packages because of missing information causes a delay in the time allowed to obtain the necessary visas and country clearance for each trip!

FOREIGN TRAVEL CHECKLIST

<u>MANDATORY INFORMATION</u>	<u>DATE RECEIVED</u>
FTIS Country Reference Table printout	_____
Required info from FTIS provided by traveler (if applicable)	_____
Country contact name and phone number in EACH city w/in each country visiting	_____
Secretary name, phone and fax numbers	_____
Traveler's Place and Date of Birth if a visa is required	_____
Airline Itinerary	_____
Required photos or invite letters (as required)	_____
<u>FORMS COMPLETION AND ACTION</u>	<u>DATE COMPLETE</u>
AD202	_____
FTIS Record (with above information included)	_____
Completed Visa application if traveler completes	_____
DS-82 Passport application by mail (if they do not have an Official passport and have a personal passport to apply by mail)	_____
If outside funds are involved: letter of offer/acceptance, Non Federal Source/Ethics Forms	_____
RL signs FTIS record and it is approved in the system	_____
Completed package sent to the MWA Transportation Assistant w/official passport if visa is required	_____
Trip report entered in FTIS upon travelers return	_____

*******REMINDERS*******

- **Trips that require a new issue passport should be submitted 65 days prior to departure date**
- **All other trips should be submitted at least 45 days prior to departure date**
- **FOREIGN TRAVEL PACKAGES THAT DO NOT HAVE ALL OF THE REQUIRED INFORMATION WILL BE RETURNED TO THE LOCATION WITHOUT BEING PROCESSED**

FTIS Data Entry Instructions

Log on to ARIS and select Travel/Passport icon.
Select "Work" "FTIS Records"
Press "Add Trip" button

Select traveler by using the Question mark (?) to query the list of employees.
By typing %lastname% (where "lastname" is the last name of the employee) and selecting "find" the system should go to the employee's name and one may press "ok" to pull that to the form.

Complete all fields marked with asterisks (*).

No need to complete location or priority fields.

In the "Comments" block, put all pertinent information such as trips to other cities within the same country, other workshops, collaborations, and annual leave. **Notes: All international meetings require a separate leg, but not all foreign meetings are international meetings. Three countries need to sponsor a meeting before it is considered an "international" meeting.

Press the "Trip Legs" tab.

Select "Add Leg"

Use Alpha characters for the "Leg Codes" (ie: a, b, c)

The "Contributing Organization" information must be completed if receiving outside funds.

After all legs have been completed, return to the "list" and mark the trip that you want to print, and select "prints" "FTIS."

MODIFICATION OF ACTIVE TRIP/LEG DATA

Select "Travel/Passport"

Select "Active" "FTIS Records"

Select the traveler by using the Question mark (?) to query the list of employees.

By typing %lastname% (where "lastname" is the last name of the employee) and selecting "find," the system should go to the employee's name and one may press "ok" to pull that to the form.

Mark the trip that you would like to modify.

Go to "Action" and "Create Work Record."

Program will ask if you wish to continue. Say "Yes."

Program will say that "Marked Record Processing is Complete."

RECOMMEND/APPROVE FTIS RECORDS--SIGNATURE SCREEN

Press the signature tab, add the RL signature, and return to list. This will send the FTIS record to the Area level.

INPUT OF TRIP REPORT (After travel is completed)

Select "TRAVEL/PASSPORT"

Press "WORK" "TRIP REPORT"

Press "ADD TRIP RPT"

Query for the traveler. You will see a list of his/her foreign travel.

Select the appropriate FTIS record to add the trip report.

You may either type in the information or cut and paste from a word processing document.

Press the signature tab, add the RL signature, and return to list. This will send the FTIS record to the Area level.

PASSPORT RETENTION PROCEDURE

I GENERAL INFORMATION

Passport Receipt Form: To be used when the passport is sent from one office to another.

Passport Log Sheet: This form is to be used whenever the passport has been retrieved from the Location Administrative Office safe (Retention Office) and given to the traveler or sent to the Area Office.

II PROCEDURE - RENEWAL OF OFFICIAL PASSPORT

- A. Custodian of passports in LAO Office maintain passport log with expiration dates for each passport.
- B. Eight weeks before passport is due to expire, LAO office notifies secretary/traveler of upcoming expiration.
- C. LAO Office sends DSP-82 to employee requesting completed form and two signed photos to be returned within two weeks.
- D. When completed DSP-82 and photos are received, LAO Office checks to be sure there is not a foreign trip planned for this traveler within the next six weeks for which the traveler will need the passport. If not, request the existing passport from the safe.
- E. Custodian of passports complete the Passport Log Sheet and sign out passport to individual who will be responsible for sending it with the form to Area.
- F. Fed Ex or Return Receipt mail the DSP-82, photos, and passport to Area Transportation Assistant, JoAnn Volk. Passports are **not** to be sent regular mail.
- G. When new passport is received, complete the attached Passport Receipt Form, return a copy to Area Transportation Assistant, JoAnn Volk and give the original to person maintaining the log. Have the traveler come over to sign the passport, and if it is not necessary to return to Area for any reason, put it in the safe.
- H. Custodian of Passports complete the Passport Log Sheet, file the passport in safe, update the Passport Accountability in ARIS for the new passport indicating it is at Retention Office, and update own internal passport log entering the new passport number and expiration dates.

III PROCEDURE WHEN NO VISA IS REQUIRED

Once all paperwork is completed, travel is approved and the departure date is approaching:

- A. Secretary/LAO/Travel Assistant log onto FTIS in ARIS and check if Country Clearance has been granted. (See Attached for FAA Country Clearance Requirements). If country clearance is in the system, notify traveler to pick up passport from LAO Office (up to 3 days prior to departure).
- B. When traveler comes to pick up passport, custodian of passports retrieve passport from the safe, complete the Passport Log Sheet and have the traveler sign log before giving him/her the passport. Remind traveler that the passport must be returned 5 days after end of trip.
- C. Custodian of passports log onto FTIS and update "Passport

Accountability" showing traveler has the passport. Enter in the expected return date, if not already entered, and make any further comments if necessary.

- D. Traveler **must** return passport within 5 working days of travel end date. Custodian of passports and secretaries should track the passports to make sure they are returned. Upon return of passport, custodian of passports file passport in safe, complete Passport Log Sheet, and then log onto FTIS to update "Passport Accountability" showing passport is back at Retention Office.

IV PROCEDURE WHEN VISA REQUIRED

When submitting AD-202 and other necessary paperwork to Area for trip approval:

- A. Person submitting paperwork request passport from safe. Custodian of passports fill out the Passport Log Sheet and have the requestor sign the log before giving passport.
- B. LAO **Fed Ex or Return Receipt Requested** passport, AD-202 and other paperwork to JoAnn Volk. Passports are **not** to be sent regular mail.
- C. Secretary or LAO Office (determine at each Location) log onto FTIS in ARIS and update "Passport Accountability" by writing statement in Comments of traveler's passport record that passport was returned to Area Office for Visa processing on (date).
- D. Upon issuance of Visa, passport will be returned to Area and then Location. Custodian of passports complete Passport Log Sheet, file passport in safe, and log onto FTIS to update "Passport Accountability" that passport status is in Retention Office. Also make statement in Comments that passport received from Area with Visa on (date). Tell traveler/secretary that passport w/Visa has been received.
- E. Secretary or LAO Office log onto FTIS in ARIS and check if "Country Clearance" has been granted. If country clearance is in the system, notify traveler to pick up passport (up to 3 days prior to departure).
- F. When traveler comes to pick up passport, custodian retrieves from safe and completes the Passport Log Sheet. Traveler must sign log before receiving passport. Remind traveler passport **must** be returned 5 days after trip.
- G. Custodian of passports logs onto ARIS and updates the passport accountability: choose "TRAVEL/PASSPORT," "Traveler Passport," "ARS". This brings you to the "Passport Accountability" query screen. Query for the traveler, and go to "Passport Info" tab, then click on the "Passport Status" down arrow to show that traveler has the passport. Enter in the expected return date, if not already entered, and make any further comments if necessary.
- H. Traveler **must** return passport within 5 working days of travel end date. Custodian of passports and secretaries should track these to be sure they are returned. Upon return of passport, custodian of passports files passport in safe, complete Passport Log Sheet, and then updates passport accountability showing passport is back at Retention Office, by following the steps in "G" above.

V PROCEDURES FOR COUNTRY REQUIREMENTS

Before sending AD-202 and other paperwork for foreign trips to Area for approval, first check to see if there are Visa requirements for the destination country.

- A. Log onto ARIS
- B. Go into "PASSPORT/TRAVEL" and select "Reference Tables" "Country Table." This will bring up the list of countries. Click on the query icon to input the name of the country and then press enter to bring up the information on that country. You may now select "details" to obtain the information regarding passport and visa requirements. A screen print of this information should be attached to your AD-202 and all information requested should be addressed in the remarks.
Important: Country codes in ARIS are not necessarily the same codes as in NFC Travel System. Therefore, do not use these as a reference for the codes to put on the AD-202 but rather use the codes in the NFC system (as listed in the Appendix of the NFC Title II Voucher and Invoice Payments Manual, Chapter 2, Section 1)
- C. Use the "Close door" icon on each screen to back out of the "PASSPORT/TRAVEL" section of ARIS.
- D. Log off and exit program.

VI PASSPORT TRACKING

When travel authorization is approved, you may monitor the status of the passport through "Passport Tracking Records." Country clearance must be obtained **before** passport can be released to traveler.

- A. Go into "PASSPORT/TRAVEL" and select "Status" and "Passport Tracking." Click on the traveler's name, and then press the "Passport Info" tab.
- B. Check second line from the bottom of the screen "State/Post Clearance Rec'd.": ____ Should be a date in this field unless this is one of the countries that is Seven Day Presumed Clearance Allowed.
- C. Last line of screen "Action completed & Released to Traveler" :__
(Date)

If this is filled in, passport can be given to traveler. If this is blank, check to see if it is one of the countries on the seven day assumed clearance list. If not on the "assumed clearance list," the passport cannot be released to the traveler.

- D. Use the "Close door" icon on each screen to back out of the "PASSPORT/TRAVEL" section of ARIS.
- E. Log off and exit program.
- F. Once clearance has been received from the Area Travel Assistant, notify traveler to pick up passport and follow instructions on giving passport to traveler.

Following is a list of Countries and the region in which they fall:

Region	Countries
Northern Europe	Belgium (bilateral visits), Finland, Germany, Netherlands, Sweden, United Kingdom
Southern Europe	Austria, Czech Republic, Hungary, Italy, Macedonia, Moldova, Portugal, Romania, Slovak Republic, Slovenia, Spain and Switzerland
North Asia	Japan
South, Southeast Asia & Pacific	India, Malaysia, New Zealand, Pakistan, Philippines, Singapore, Thailand
Africa & Middle East	Bahrain, Kuwait, Saudi Arabia and U.A.E.
Western Hemisphere	Argentina, Canada, Chile, Costa Rica, Dominican Republic, Ecuador
Northern Europe	Armenia, Belarus, Belgium USEU, Denmark, Estonia, Georgia, Ireland, Kazakhstan, Latvia, Lithuania, Norway, Poland, Russia, and Ukraine
Southern Europe	Albania, Azores, Bosnia, Herzegovina, Bulgaria, Croatia, Cyprus, France, Greece, Israel, Madeira Islands, Malta and Serbia-Montenegro.
North Asia	China, Hong Kong, South Korea, Taiwan
South, Southeast Asia & Pacific	Australia, Bangladesh, Bhutan, Brunei, Burma, Cambodia, Indonesia, Laos, Papua New Guinea, Sikkim, Sri Lanka and Vietnam
Africa & Middle East	Algeria, Angola, Botswana, Burkina Faso, Cape Verde, Cote d'Ivoire, Egypt, Gambia, Ghana, Guinea (Conakry), Guinea Bissau, Jordan Kenya, Liberia, Lesotho, Malawi, Mali Mauritania, Morocco, Mozambique, Namibia, Nigeria, Oman, Qatar Senegal, Sierra Leone, South Africa, Swaziland, Syria, Tanzania, Tunisia, Turkey, Uganda, Yemen, Zambia, Zimbabwe.
Western Hemisphere	Aruba, Barbados, Belize, Bolivia, Brazil, Colombia, Dominica, El Salvador, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Netherlands, Antilles, Nicaragua, Panama, Paraguay, Peru, St. Lucia, St. Vincent, Suriname, Trinidad & Tobago, Uruguay, Venezuela, Mexico.

VISA REQUIREMENTS FOR MOST TRAVELED COUNTRIES

When copies are accepted, please make sure the copy is clean with no fax information on top of form

COUNTRY	VISA APPLICATION	PHOTO	INVITE LETTER/ MISC.
AUSTRALIA	Visa application MUST be printed in Color-do not copy 2 sided		No longer stamp visa in passport. Visa is electronic and scanned at airport
BRAZIL	Visa application may be copied- 2 pages- do not copy 2 sided	Only if traveler born in country under communist control	Passport must be valid for 6 mo from entry date
CHINA	Visa application may be copied - must be 2 sided	2 color photos 2 X 2	Passport must be valid for 6 mo from entry date; letter of invite w/red seal must be from Ministry of Agriculture-copy accepted; \$50 money order payable to Chinese Embassy
FRANCE	Visa application may be copied - must be 2 sided	1 color photo 2 X 2	Passport must be valid for 6 months from entry date
ISRAEL	No visa application to complete		Passport must be valid for 6 months from entry date
JAPAN	Visa application may be copied - must be 2 sided	1 color photo 2 X 2	
KOREA	Visa application may be copied	1 color photo 2 X 2	
RUSSIA	Visa application may be copied - do not copy 2 sided	3 color photos 1 ½ X 1 ¾	Letter of invite MUST come from Ministry of Foreign Affairs

REFERENCE TABLES USED

There are various codes and tables used to ensure consistency of data in FTIS. These codes and tables are available for viewing, searching and printing by all personnel. Additions, deletions and modifications to the Reference Tables can only be performed by FMD personnel.

1. From the ARIS main menu, select "TRAVEL/PASSPORT"
2. Select "Work" "FTIS" (****Start the process here!****)
3. All the Reference Tables can be printed from the menu options.
4. Press F16 (F32 where available) several times to exit to the main menu to log off FTIS.

Funding Source Table

Code Funding Source Text

- 1 ARS appropriated funds
- 2 reimbursements from other USDA agencies
- 3 reimbursements from other federal agencies
- 4 payment in kind or funds from non-government sources
- 5 special foreign currency (i.e., pl-480)
- 6 PASA funds (aid projects)

Contributing Organization Table

Code Organization Text

- 1 other USDA agency
- 2 other federal government agency
- 3 foreign government organization
- 4 international organization/association
- 5 foreign university
- 6 American university
- 7 American non-profit organization/association
- 8 personal funds
- 9 for profit organization/association

Purpose of Travel Table

Code Purpose Text

- 1 present paper at international meeting
- 2 attend international meeting without presenting paper
- 3 training
- 4 support ARS research program
- 5 travel of foreign based personnel to support ARS programs
- 6 support other USDA agencies
- 7 support other federal agency
- 8 requested by non-government organization
- 9 requested by international organization

Reports to Complete:

1. Trip Reports Guidelines: The report should include personnel contacted, achievements, actual cost of the trip, etc. Report should be submitted within 15 workdays of the return to Official Duty Station.

Passport Information:**

New passports (does not have personal or previous official passport) require a DSP-11 be completed. To renew official passport, complete a DSP-82. The State Department will not accept the application form unless it is submitted on one page, front and back. A certified copy of the traveler's birth certificate must be submitted with the application. Naturalized citizens shall submit their Certificate of Naturalization. Passport photos must be on thin paper, show full-front view of applicant with a plain light background; and must have been taken within 6 months of date submitted. (See form DSP-11 for additional information about the passport photo.) Have at least four additional prints made, since additional photos **may** be needed for visas. You may monitor the progress of a passport through the "Passport Tracking Records" as covered previously.

Within five days after traveler returns to official duty station, return official passport to the passport retention office (This could be your LAO, or your office, depending on location.)

Travel to Canada requires an official passport. Canadian travel requires: 1) ARIS FTIS entry, 2) AD-202, and 3) Travel Itinerary.

Canceling Trips:

To cancel a trip before the trip is to take place, access ARIS and go to "TRAVEL/PASSPORTS." Place cursor on the appropriate trip and select "CANCEL." This creates a work record. Go into the work record "Remarks," and give the reason for the trip being canceled. Sign off in the signature area, and this will cancel the trip with the Area Office. This method will not work once the beginning trip date has passed.

The following pages are sample Passport Applications.

Be sure to print the application back-to-back (both pages must be on one page).

The Application for Passport by Mail needs to have "**Will Call Agriculture**" printed in the "Street" block.

Please be sure you are using the most current passport applications by visiting:

<http://travel.state.gov/passport/forms.html> to download the latest application form.



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. 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 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.

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS

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



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)

5 Yr. 10 Yr. Issue Date

R D O DP

End. # Exp.

3. SEX

4. PLACE OF BIRTH (City & State OR City & Country)

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) STREET/R.F.D.#

CITY

STATE

ZIP CODE

14. FATHER'S FULL NAME Last First

BIRTHPLACE

BIRTHDATE

U.S. CITIZEN

15. MOTHER'S FULL MAIDEN NAME Last First

BIRTHPLACE

BIRTHDATE

U.S. CITIZEN

16. HAVE YOU EVER BEEN MARRIED? Yes No

SPOUSE'S OR FORMER SPOUSE'S FULL NAME AT BIRTH

BIRTHPLACE

BIRTHDATE

U.S. CITIZEN

DATE OF MOST RECENT MARRIAGE Month Day Year

WIDOWED/DIVORCED? Yes No

Give Date Month Day Year

17. OTHER NAMES YOU HAVE USED

(1)

(2)

18. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? Yes No

IF YES, COMPLETE NEXT LINE AND SUBMIT PASSPORT IF AVAILABLE.

DISPOSITION

MOST RECENT PASSPORT NUMBER

APPROXIMATE ISSUE DATE

Submitted Stolen

Lost Other

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.

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

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.

SUBMIT TWO RECENT IDENTICAL COLOR PHOTOGRAPHS

Applicant's Signature - age 14 or older

Father's/Legal Guardian's Signature (if identifying minor)

Mother's/Legal Guardian's Signature (if identifying minor)

22. FOR ACCEPTANCE AGENT'S USE

Month Day Year

(SEAL)

Clerk of Court; Location

PASSPORT Agent

Postal Employee

(Vice) Consul USA

(Signature of person authorized to accept application)

23a. Applicant's or Father's Identifying Documents

Driver's License Passport Other (Specify)

Issue Date: Expiration Date: Place of Issue:

Name ID No.

23b. Mother's Identifying Documents

Driver's License Passport Other (Specify)

Issue Date: Expiration Date: Place of Issue:

Name ID No.

24. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)

Birth Certificate SR CR City Filed/issued:

Passport Bearer's Name:

Report of Birth:

Naturalization/Citizenship Cert. No./Issued:

Other:

Seen & Returned:

Attached:

APPLICATION APPROVAL

25.

FEE

EXEC.

EF

OTHER

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

FEDERAL TAX LAW

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.

ACTS OR CONDITIONS

(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.

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, 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.



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

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

Date of Application:

CAN I USE THIS FORM?

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

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

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

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

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

WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

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

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

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

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

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

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

MAIL THIS FORM TO:

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

DELIVERY - Other Than U.S. Postal Service

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

FOR INQUIRIES CONTACT:

National Passport Information Center
1-877-487-2778
For TDD: 1-888-874-7793
E-mail: NPIC@state.gov
Website: travel.state.gov

NOTICE TO APPLICANTS RESIDING ABROAD

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

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

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

IMPORTANT NOTICE TO APPLICANTS REGARDING LOST AND STOLEN PASSPORTS

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

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

For more information or to report your lost or stolen passport by phone, call: NPIC or visit our website: travel.state.gov.

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS.



U.S. Department of State

APPLICATION FOR A U.S. PASSPORT BY MAIL

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

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

Issue Date

R D O DP

End. # _____ Exp. _____

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

NOTE: Most recent passport MUST be enclosed!

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

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

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 _____ RELATIONSHIP _____

OATH AND SIGNATURE

I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless an explanatory statement is attached.)

I solemnly swear (or affirm) that the statements made on this application are true, the photograph attached is a true likeness of me, and that I have not been issued a passport subsequent to the one submitted herein.

NOTE: APPLICANT MUST SIGN & DATE

SIGNATURE	DATE
-----------	------

DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE		
Application Approval	EVIDENCE OF NAME CHANGE <input type="checkbox"/> Marriage Cert. <input type="checkbox"/> Court Order Date _____ Place _____ From _____ To _____	Fees

OMB No. 1405-0020 Expires: 03/31/2005 Estimated Burden 15 Minutes (See Page 4)

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

FEDERAL TAX LAW

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

ACTS OR CONDITIONS

(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.

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, as noted, 26 U.S.C. 6039E.

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

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

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

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.