



U.S. Department of State

CERTIFICATION OF IDENTITY

1. Full Name of Requester ¹ (Last, First, MI)	2. Date of Birth (mm-dd-yyyy)
3. Full Name of Subject of Records	4. Citizenship Status ²
5. Current Address	6. Place of Birth

Third Party Authorization

Complete this section if you are authorizing release of your records to another person.

I, _____, pursuant to 5 U.S.C. Section 552a(b), authorize the U.S. Department of State to release any and all information relating to me to

Name of Third Party _____

Address of Third Party _____

Type of Third Party (check one): Parent Custodial Guardian Legal Representation Other _____

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.

Signature ³ _____ Date (mm-dd-yyyy) _____

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to 22 CFR Section 171; 5 U.S.C. Section 552a (the Privacy Act of 1974); 5 U.S.C 552 (Freedom of Information Act).

PURPOSE: The information solicited on this form will be used to identify the individuals submitting requests by mail under the FOIA and Privacy Act of 1974, 5 U.S.C. Section 552a. This solicitation is to ensure that the records of individuals who are the subject of U.S. Department of State records are not wrongfully disclosed by the Department. The information furnished may also be used to provide third party authorization.

ROUTINE USES: The information on this form will only be used to certify identification and will not be shared with other offices or agencies. More information on the Routine Uses for the system can be found in the System of Records Notice State-35, Information Access Program Records.

DISCLOSURE: Providing this information is voluntary. Failure to provide the information requested on this form may result in less information being disclosed in a FOIA or Privacy Act request. False information on this form may subject the requester to criminal penalties under 18 U.S.C. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

¹ Name of individual who is the subject of the record(s) sought.

² Individuals submitting a request under the Privacy Act of 1974 must be either "a citizen of the United States or an alien lawfully admitted for permanent residence," pursuant to 5 U.S.C. Section 552a(a)(2). Requests will be processed as Freedom of Information Act requests pursuant to 5 U.S.C. Section 552, rather than Privacy Act requests, for individuals who are not United States citizens or aliens lawfully admitted for permanent residence.

³ Name of individual who is the subject of the record(s) sought.

Obtain Copies of Passport Records

Passport Services maintains United States passport records from 1925 to the present. Passport records may consist of applications submitted for the issuance of a passport or other records such as a Consular Report of Birth, a Certificate of Witness to Marriage, a Certificate of Loss of Nationality, or a Consular Report of Death. These records are protected by the Privacy Act of 1974, 5 U.S.C. § 552a. Passport records do not include evidence of travel such as entrance/exit stamps, visas, residence permits, etc.

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- [Obtaining Passport Records for Issuances Prior to 1925](#)

Obtaining Passport Records for Issuances 1925 to Present

A. Seeking a copy of (A) your passport records; (B) the passport records of your minor child or an incompetent person as to whom you are a legal guardian; or (C) the passport records of someone for whom you have their specific written authorization. This is considered a Privacy Act request.

Passport Services maintains United States passport records for passports issued from 1925 to the present. These records normally consist of applications for United States passports and supporting evidence of United States citizenship, and they are protected by the Privacy Act of 1974, as amended, 5 U.S.C. § 552a. Passport records do not include evidence of travel such as entrance/exit stamps, visas, residence permits, etc., since this information is entered into the passport book after it is issued.

The Privacy Act allows you to obtain copies of records in your own name and the name(s) of your minor children or an incompetent person for whom you are authorized to act as a guardian, as well as records in the name of any person who has properly authorized you to obtain them. To request these records, please submit a typed or clearly printed request that provides:

1. The full name at birth and any subsequent name changes of the individual whose records you are requesting, and if you are requesting records for your children or using an authorization, provide your full name as well.
2. Evidence of legal authorization if you are requesting records about anyone other than yourself, evidence of the parental relationship if you are requesting records about your minor child(ren), and evidence of the guardian relationship if you are requesting records about someone as to whom you are a legal guardian;
3. The date and place of birth of the individual whose records you are requesting;
4. Your current mailing address;
5. Your current daytime telephone number;
6. Your current e-mail address, if available;
7. The date or estimated date the passport(s) was issued;

8. The passport number of the person whose records you are seeking, if known, and any other information that will help us locate the records; and
9. A clear copy of both sides of your valid Government-issued photo identification (e.g., a driver's license).

The request must be signed and notarized or made under penalty of perjury pursuant to U.S.C. § 1746. If you are making the request on behalf of another as an authorized representative, you may use DS-4240, the Department's Certification of Identity form, to provide proof of authorization.

There are no fees to request a regular copy of your passport records, those of your minor children or an incompetent person for whom you act as a guardian, or as an authorized representative for another individual U.S. citizen. If you wish to obtain certified copies of these records, the certification fee is \$50.00. Checks or money orders should be made payable to "Department of State" and mailed with the request above to the address below. If you would like a certified copy of a passport record, send requests for your passport records directly to Passport's Office of Legal Affairs and Law Enforcement Liaison, Law Enforcement Liaison Division, at the address below:

U.S. Department of State
Office of Law Enforcement Liaison
44132 Mercure Cir
P.O. Box 1227
Sterling, VA 20166

B. Seeking a copy of someone else's passport records without an authorization from that individual. This is considered a third-party or FOIA request.

All requests for passport records of a third party, other than individuals described in Part A, will be processed under the Freedom of Information Act (FOIA). These records may be requested by mail at:

U.S. Department of State
Office of Law Enforcement Liaison
44132 Mercure Cir
P.O. Box 1227
Sterling, VA 20166

Obtaining Passport Records for Issuances Prior to 1925

The National Archives and Records Administration maintain records for passport issuances prior to 1925. You may contact them at the following address:

National Archives and Records Administration
Archives 1
Reference Branch 8th & Pennsylvania Ave. NW
Washington, DC 20408
Telephone: 1-866-325-7208 or 202-357-5411
Email: inquire@nara.gov

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**WHERE TO
APPLY**

Make an Appointment

Call the National Passport Information Center 24 hours a day to make an appointment at a passport agency.

- **1-877-487-2778;**
TDD/TTY: 1-888-874-7793

Enroll in STEP

Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

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