





# APPLICATION FOR A U.S. PASSPORT FOR ELIGIBLE INDIVIDUALS

## CORRECTION, NAME CHANGE TO PASSPORT ISSUED 1 YEAR AGO OR LESS, AND LIMITED PASSPORT REPLACEMENT

### SECTION C. HOW TO COMPLETE THIS FORM

Please see the instructions below for items on the form that are not self-explanatory. The numbers match the numbered items of the form.

1. **Name (Last, First, Middle):** Enter the name to appear in the passport. If you are requesting a passport in a name different from the name that appears on your previous U.S. passport, submit proof of name change if resulting from marriage or legal name change such as a marriage certificate, divorce decree, or court order of name change (if applicable). Information can be found at [travel.state.gov/namechange](http://travel.state.gov/namechange).
2. **Date of Birth:** Use the following format: Month, Date, and Year (MM/DD/YYYY).
3. **Sex:** You must select sex marker option "M" (male) or "F" (female) that corresponds with your biological sex at birth.
4. **Place of Birth:** Enter the name of the city and state if in the U.S. or city and country as presently known.
5. **Social Security Number:** You must provide a Social Security number (SSN), if you have been issued one, in accordance with Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) and 22 U.S.C 2714a(f). If you do not have a Social Security number, you must enter zeros in this field and submit a statement, signed and dated, that includes the phrase, "*I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration.*" If you reside abroad, you must also provide the name of the foreign country where you reside. The U.S. Department of State must provide your SSN and foreign residence information to the U.S. Department of the Treasury which will use it in connection with debt collection and check against lists of persons ineligible or potentially ineligible to receive a U.S. passport, among other authorized uses. If you fail to provide the information, we may deny your application and the Internal Revenue Service (IRS) may enforce a penalty. Refer all questions on this matter to the nearest IRS office.
6. **Email:** By providing your email address, you give us approval to send you email messages about the status of your passport and important travel information.
7. **Primary Contact Phone Number:** By providing your Primary Phone Number, you give us approval to send you (text and/or SMS) messages about the status of your passport and important travel information.
8. **Mailing Address Line 1 and 2 "In Care Of":** For line 1 enter applicant's Street/RFD #, or P.O. Box or URB. For line 2, if you do not live at the address listed in this field, put the name of the person who lives at this address and mark it "In Care Of". **If the applicant is a minor child, you must include the "In Care Of" name of the parent or adult registered to receive mail at this address.**
9. **List all other names you have used:** Enter all legal names previously used to include maiden name, name changes, and previous married names. You can enter up to two names: one in item A and one in item B. If only your last name has changed just enter your last name. If you need more space to write additional names, please use a separate sheet of paper and attach it to this form.



**Blue Section Application Page 1 - Signature Blocks: Remember to sign this page then complete Application Page 2.**

### SECTION D. ATTACHMENTS TO SUBMIT WITH THIS FORM

Once you have completed Application Pages 1 and 2, attach the supporting documents as outlined in this section.

1. **YOUR MOST RECENTLY ISSUED U.S. PASSPORT BOOK AND/OR CARD**  
Submit the most recent passport issued with the data error (e.g., name, sex marker, or place of birth) or printing error (e.g., data is missing on the biographical page, discoloration, crooked printing, etc.) If your U.S. passport book and/or card has been mutilated, damaged, or reported lost or stolen, you must apply on form DS-11, Application for a U.S. Passport.
2. **A RECENT COLOR PHOTOGRAPH** See the full list of photo requirements on [travel.state.gov/photos](http://travel.state.gov/photos). Attach one photo, 2x2 inches in size. U.S. passport photo requirements may differ from photo requirements of other countries. To avoid processing delays, be sure your photo meets all the following requirements (Refer to the photo template on Application Page 1):
  - Taken less than six months ago
  - Head must be 1-1 3/8 inches from the bottom of the chin to the top of the head
  - Head must face the camera directly with full face in view
  - No eyeglasses and head covering and no uniforms\*
  - Printed on matte or glossy photo quality paper
  - Use a plain white or off-white background

\*Head coverings are not acceptable unless you submit a signed statement verifying that it is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying its daily use for medical purposes. Glasses or other eyewear are not acceptable unless you submit a signed statement from a doctor explaining why you cannot remove them (e.g., during the recovery period from eye surgery). Photos are to be taken in clothing normally worn on a daily basis. You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.

**USE CAUTION WHEN STAPLING YOUR PHOTO:** Use 4 staples vertically in the corners as close to the outer edges as possible. Do not bend the photo. Follow the photo template on Application Page 1.



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#### 3. SUPPORTING DOCUMENTS

**Name Change:** If your name has changed **less than one year** after your U.S. passport book and/or card was issued **and** your U.S. passport book and/or card was issued **less than one year ago**, you may use this form. You must submit an official certified name change document (such as a certified copy of a marriage certificate, divorce decree, or a certified copy of a court order) showing a seal and officiate's/judge's signature. Please visit [travel.state.gov/namechange](http://travel.state.gov/namechange) for a complete description of accepted documents. If you are unable to document your name change in this manner, you must apply on form DS-11.

**Correction:** If there is a data error (e.g., name, sex marker, or place of birth) or printing error (e.g., data is missing on the biographical page, discoloration, crooked printing, etc.) in your recently issued, valid U.S. passport book and/or card, you must submit the appropriate document showing the correct information (e.g., certified birth certificate or certified marriage certificate as described above.) The validity period of the new, corrected passport depends on when you report the error.

If...	Then...
Reported within one year of issue date	The new passport will be valid for 10 years (adult) or 5 years (minor) from the date it is issued
Reported after one year of issue date	The new passport will be valid until the expiration of the original, incorrect passport

#### Limited Passport Replacement

- If you are reapplying because your U.S. passport book was limited in validity due to insufficient evidence of U.S. citizenship and/or identity and you paid the full passport fees, you must submit evidence of your U.S. citizenship (such as a government-issued birth certificate or a U.S. Certificate of Naturalization) and/or evidence of your identity (such as a driver's license or a state-issued identification card). You must establish your citizenship and identity to the satisfaction of the U.S. Department of State. We may ask you to provide additional evidence to support your claim to U.S. citizenship and/or to establish your identity. Please refer to the notice included with your passport for instructions.
- If your U.S. passport book was limited due to gender transition under our prior gender policy, submit this form within two years of your previous passport's issuance date. If your limited-validity passport was issued more than two years ago, please use form DS-11. If your U.S. passport book was limited for another reason (such as multiple losses or damage/mutilation of previous passports), please visit [travel.state.gov](http://travel.state.gov) for more information. **Passport books limited in validity due to serious damage or multiple losses cannot be extended.**
- All documentary evidence that is not damaged, altered, or forged will be returned to you.** Photocopies will not be returned.

4. **EXPEDITE FEE** (Optional for name change or limited passport replacement only. Only available for passports mailed in the United States and Canada.) Please include the appropriate fee with your payment. Please write "Expedite" on the outer envelope when mailing. Visit [travel.state.gov](http://travel.state.gov) for the current fees and processing times for expedited service.

**1-2 DAY DELIVERY FEE:** Available for an additional fee. This service is only available for passport book (and not passport card) mailings in the United States. Please include the appropriate fee with your payment.

- There is no fee to use this form unless expedited service or 1-2 Day Delivery service is requested for a name change or limited passport replacement. A passport issued with a data or printing error (as described in the supporting document section above) is corrected at no cost (with no expedite fee) if the passport is still valid.
- Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 C.F.R. 22.1, and 22 C.F.R. 51.50-56). Visit [travel.state.gov/passportfees](http://travel.state.gov/passportfees) for current fees, payment methods, and how fees are used and processed.

#### SECTION E. HOW TO SUBMIT THIS FORM

The Department recommends using a trackable mailing service when submitting your application.

Print page one and page two of your application on separate pieces of paper. Mail this form and attachments to one of the addresses below:

#### FOR ROUTINE SERVICE (No fee required):

National Passport Processing Center  
Post Office Box 90107  
Philadelphia, PA 19190-0107

#### FOR EXPEDITED SERVICE (Fee required, see above for details):

National Passport Processing Center  
Post Office Box 90907  
Philadelphia, PA 19190-0907

**Notice to Applicants Located Outside the United States:** U.S. citizens residing outside the United States and Canada cannot submit this form to the domestic addresses listed above. Each U.S. embassy and consulate has different procedures for submitting and processing your application. Visit [travel.state.gov](http://travel.state.gov) to check the U.S. embassy or consulate webpage for more information.

#### SECTION F. RECEIVING YOUR PASSPORT AND SUPPORTING DOCUMENTS

- Difference Between U.S. Passport Book and Card:** The book is valid for international travel by air, land, and sea. The card is not valid for international air travel, only for entry at land border crossings and seaports of entry when traveling from Canada, Mexico, Bermuda, and the Caribbean. The maximum number of letters provided for your given name (first and middle) on the card is 24 characters. If both your given names are more than 24 characters, you must shorten one of your given names you list on item #1 of Application Page 1.
- Separate mailings:** Your new passport book and/or card and any documentary evidence submitted to the Department will be returned to you by priority or first-class mail, unless overnight delivery is requested.
- Passport numbers:** Each newly issued passport book or card will have a different passport number than your previous one.
- Shipping and Delivery Changes:** If your mailing address changes prior to receipt of your new passport, please contact NPIC. **NOTE:** We will not mail a U.S. passport to a private address outside the United States or Canada.
- Passport Corrections, Non-Receipt/Undeliverable Passports, and Lost/Stolen Passport:** For more information visit [travel.state.gov](http://travel.state.gov) or contact NPIC.



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#### WARNING

False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under U.S. law including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621. 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 herein or of passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.

**Failure to provide information requested on this form, including your Social Security number, may result in significant processing delays and/or the denial of your application.**

#### ACTS OR CONDITIONS

The applicant agrees with the following statement:

*I am not currently required to register under the sex offender registration program of any jurisdiction for a sex offense against a minor. I have not been convicted of a federal or state drug offense or convicted of a statutory "sex tourism" crime, and I am not the subject of an outstanding federal, state, or local warrant of arrest for a felony; a criminal court order forbidding my departure from the United States; or a subpoena received from the United States in a matter involving federal prosecution for, or grand jury investigation of, a felony.*

If any of the above-mentioned acts or conditions have been performed by or apply to the applicant, a supplementary explanatory statement under oath (or affirmation) by the applicant is required to be attached and made part of this application.

#### PRIVACY ACT STATEMENT

**AUTHORITIES:** Collection of this information is authorized by 22 U.S.C. 211 a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E, 22 U.S.C. 2714a(f), 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 C.F.R. parts 50 and 51.

**PURPOSE:** We are requesting this information in order to determine your eligibility to be issued a U.S. passport. Your Social Security number is used to verify your identity.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. Your Social Security number will be provided to the U.S. Department of the Treasury and may be used in connection with debt collection, among other purposes authorized and generally described in this section. More information on the routine uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and Other Overseas Records and State-26, Passport Records.

**DISCLOSURE:** Providing information on this form is voluntary. Be advised, however, that failure to provide the information requested on this form may cause delays in processing your U.S. passport application and/or could also result in the refusal or denial of your application. Failure to provide your Social Security number may result in the denial of your application (consistent with 22 U.S.C. 2714a(f)) and may subject you to penalty enforced by the Internal Revenue Service, as described in the Federal Tax Law on Instruction Page 2 (Section C) to this form.

#### PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 40 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Passport Forms Officer, U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.

**For more information about your application status, online tools, current fees, and processing times, please visit [travel.state.gov](https://travel.state.gov).**

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<b>Name of Applicant</b> <i>(Last, First &amp; Middle)</i>	<b>Date of Birth</b> (MM/DD/YYYY)

<b>11. Height</b>	<b>12. Hair Color</b>	<b>13. Eye Color</b>	<b>14. Occupation</b> <i>(if age 16 or older)</i>	<b>15. Employer or School</b> <i>(if applicable)</i>

**16. Additional Contact Phone Numbers**

<input type="text"/>	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="text"/>	<input type="checkbox"/> Home	<input type="checkbox"/> Cell
<input type="text"/>	<input type="checkbox"/> Work	<input type="checkbox"/> _____	<input type="text"/>	<input type="checkbox"/> Work	<input type="checkbox"/> _____

**17. Permanent Address:** *(Complete if PO Box is listed in Mailing Address or if residence is different from Mailing Address. Do not list a PO Box.)*

Street/RFD # or URB Apartment/Unit

City State Zip Code

**18. Your Emergency Contact** *(Provide the information of a person not traveling with you to be contacted in the event of an emergency.)*

Name Address: Street/RFD # or PO Box Apartment/Unit

City State Zip Code Phone Number Relationship to Applicant

**19. Travel Plans** *(If no travel plans, please write "none")*

Departure Date (MM/DD/YYYY) Return Date (MM/DD/YYYY) Countries to be visited

**Please complete the following questions**

**20. Has your name changed by marriage or court order less than one year after your U.S. passport book and/or card was issued?**

Yes  No

**Name Last**

**First** **Middle**

Note: You must submit evidence documenting your name change (such as a certified marriage certificate or a certified court order) and your current U.S. passport book and/or card, along with this completed form to the address listed on Instruction Page 3.

If you cannot or did not meet the above criteria, please complete form DS-82, U.S. Passport Renewal Application for Eligible Individuals or form DS-11, Application for a U.S. Passport.

**22. Was your identifying information printed incorrectly in your U.S. passport book and/or card?**

Yes  No

**Name Last**

**First**  **Middle**

**Date of Birth** (MM/DD/YYYY)  **Sex**  **Place of Birth** *(State or Country)*

M  F

If yes, **only check the box(es) next to the field(s) that need to be corrected** and complete the information as it should appear.

Note: Please submit evidence documenting your correct identifying information (such as a certified marriage certificate or birth certificate, if applicable) and your current U.S. passport book and/or card, along with this completed form to the address listed on Instruction Page 3.


**23. Was your most recent U.S. passport book limited for two years or less?**

Yes  No

If yes, please submit evidence of your U.S. citizenship (such as U.S. birth certificate or naturalization certificate) and/or evidence of your identity (such as a driver's license or state-issued ID card).

Note: To complete a limited U.S. passport book replacement, **your submitted U.S. passport book must not be expired.** Passport books limited in validity because of multiple losses, damages, or mutilations cannot be extended.

Please be sure to enclose your U.S. passport book along with this application to the address listed on Instruction Page 3.



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