



# REQUEST FOR ENTRY INTO CHILDREN'S PASSPORT ISSUANCE ALERT PROGRAM

**REQUEST FORM** An alert request may be filed as to an unmarried child under the age of 18. This request can be filed by concerned parents of U.S. children (other than parents whose parental rights have been terminated by court order), their appointed agents, or other persons having legal custody of the child. Complete one form for each child, and submit the completed request along with proper documents to the Office of Children's Issues by fax or mail.

**1. Please provide information about the child in order to make the alert system effective. Please print clearly or type the information.**

Child's Name (Last, First, Middle) \_\_\_\_\_

Date of Birth (mm-dd-yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Sex:  Female  Male Social Security Number \_\_\_\_\_

U.S. Passport Number(s), if any \_\_\_\_\_

**2. Please provide the following information about yourself so that we can acknowledge your request, and alert you in the future.**

Your Name (Last, First, Middle) \_\_\_\_\_

Documentation of Identity Provided:  Driver's License  Other Form of Photo Identification with Signature

Relationship to the Child Shown Above \_\_\_\_\_

Documentation of Parentage, Guardianship Legal Custody, OR Authority to Act on Behalf of Parent or Legal Guardian, as applicable:  Birth Certificate  Adoption Decree  Consular Report of Birth Abroad (CRBA)  Court Order  Evidence of Authority to Act on Behalf of Parent or Legal Custodian  Other \_\_\_\_\_

Mailing Address \_\_\_\_\_

**NOTE:** Since the Department will need to contact you, it is very important that you keep us informed in writing or by telephone of any changes to your contact information. Failure to notify this office of your correct address and phone number may result in passport issuance for your child without your consent.

Telephone Number(s) \_\_\_\_\_ Fax Number(s) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**3. I request that the U.S. Department of State notify me if it receives a U.S. passport application for the above-mentioned child, or if an application is currently pending, or if there is any U.S. passport still valid for the child's travel.**

Signature \_\_\_\_\_

*Please read the Dual Nationality for Children information accompanying this form. It is about a child who may have a foreign nationality in addition to U.S. nationality.*

*Please submit via e-mail, fax or mail the completed form along with the proper copies of the original documents to the U.S. Department of State's Passport Services, Charleston Passport Center; Attn: Children's Passport Issuance Alert Program; 1269 Holland Street, Building D; Charleston, SC 29405; Fax: 843-746-1827; E-mail: [childrenspassports@state.gov](mailto:childrenspassports@state.gov).*

**DUAL NATIONALITY FOR CHILDREN**

Many children, born in the U.S. or born abroad to a U.S. citizen parent, are citizens of both the U.S. and another country. A child may acquire the citizenship of a foreign country, for example, through the child's birth abroad, or through a parent. There is no requirement that a U.S. citizen parent consent to a child's acquisition of another nationality. The inability of a person to obtain a U.S. passport for a child (*for example, because of the "dual-parent signature" requirement*) does not prevent a dual national child from obtaining and traveling on a passport issued by another country.

U.S. law and regulations concerning the issuance of U.S. passports do not apply to foreign governments when they issue passports to people (*including children*) who they consider to be citizens of their country, even if the foreign passport is issued in the United States and/or to a person the United States considers to be a U.S. citizen. If you think there is a possibility that your child may have another nationality, you are encouraged to contact the relevant country's embassy or consulate directly to inquire about the rules governing the issuance of that country's passport to your child, including the possible availability of mechanisms to prevent the issuance to your child of that country's passport without your consent. The addresses and telephone numbers for the embassies and consulates of foreign countries in the United States are listed on the Consular Affairs Internet web page at: >><http://travel.state.gov> << under Foreign Entry Requirements. The U.S. Department of State encourages you to send the Office of Children's issues a copy of any written inquiry in this respect you make to a foreign embassy or consulate.

**PRIVACY ACT STATEMENT**

The information solicited on this form is requested pursuant to provisions in Titles 8 and 22 of the U.S. Code, whether or not codified, as well as the corresponding federal regulations, including specifically 22 U.S.C. 211a and Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001, Executive Order 11295 (*Aug. 5, 1966*), and the regulations contained in 22 C.F.R. 51.27.

The primary purpose for soliciting the information is to enable the U.S. Department of State to notify you of any pending U.S. passport applications for the child identified on the form and of any U.S. passport held by the child that is still valid for travel. The child's social security number is requested because that number is a unique identifier used to establish the identity of the passport holder. Filing a request through the Children's Passport Issuance Alert Program and providing the information requested on this form, including the child's social security number, is voluntary. Failure to complete the form may result in a passport being issued to your child without your knowledge.

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 requests for related services, and for law enforcement and administrative 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. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. nationals abroad. This would include, among other entities and agencies, disclosure to The National Center for Missing and Exploited Children, Central Authorities of countries party to the Hague Convention on the Civil Aspects of International Child Abduction (*"the Convention"*), attorneys of record and legal aid services to assist in facilitating operations under the Convention; local police in connection with notification of next-of-kin and child custody disputes; social services agencies; and parents involved in cases brought under the Convention. The information may also be made available to private U.S. citizen 'wardens' designated by U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system description for Overseas Citizens Services Records (*State-05*), found at <http://foia.state.gov/issuances/priviss.asp>.

**PAPER REDUCTION ACT STATEMENT**

Public reporting burden for this collection of information is estimated to average fifty (50) minutes per response, including time required for searching existing data sources, gathering the necessary documentation, 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: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202.