

**ARS □ CSREES □ ERS □ NASS**  
***Policies and Procedures***

***Title:*** Passports, Visas, and Security Clearances for Foreign Travel

***Number:*** 345.3

***Date:*** 8/18/93

***Originating Office:*** Financial Management Division  
Budget and Fiscal Services Branch

***This Replaces:*** 352.5 Dated 10/10/79

***Distribution:*** Headquarters, Areas, and Locations

This Directive states policy and procedures for obtaining passports, visas, and security clearances for official travel to foreign countries.

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## **1. REFERENCE**

- For information on use of foreign carriers (Fly America Act), see DIRECTIVE 343.6.
- For information on the foreign travel information system, see DIRECTIVE 344.2.
- For information on foreign travel itineraries, see DIRECTIVE 345.1.
- For information on foreign gifts and decorations, see DIRECTIVE 468.4.

## **2. ABBREVIATIONS**

- ABFO - Area Budget and Fiscal Officer
- ATR - Agriculture Travel Regulations
- BFSB - Budget and Fiscal Services Branch, FMD
- FAA - Foreign Agricultural Affairs, FAS
- FAO - Food and Agriculture Organization
- FAS - Foreign Agricultural Service
- FMD - Financial Management Division
- FTIS - Foreign Travel Information System
- FTU - Foreign Travel Unit, FAS
- PD - Personnel Division

## **3. FORMS**

- AD-121 - Passport Request
- AD-125 - Personnel Questionnaire for Proposed Official Foreign Travel
- AD-202 - Travel Authorization
- AD-750 - International Travel Clearance
- ARS-143 - Request for Security Action Processing
- DSP-11 - Application for Passport
- DSP-19 - Passport Amendment/Validation Application
- DSP-82 - Application for Passport by Mail
- FAS-173 - Passport Receipt

#### **4. DEFINITIONS**

**Reissuance.** New official passport must be issued because old official passport has expired or been lost.

**Revalidation.** A request to release a current, valid official passport for a specific trip.

#### **5. AUTHORITY**

ATR 1-16

#### **6. POLICY**

It is ARS policy to:

- Require travelers to promptly furnish information needed to apply for visas in sufficient time to obtain them without special handling. Visas are obtained by FAS directly from the foreign Embassy.
- Obtain interdepartmental approval in sufficient time to avoid the necessity for special handling of requests for security clearances, passport forms, and approval for attendance at meetings.
- Notify FAS of the proposed itinerary (AD-750) of each employee planning foreign travel. Assure that travelers contact the Agricultural Attache/Counselor and cooperate with U.S. diplomatic representatives to achieve maximum effectiveness in relations with foreign countries. Travelers will notify the Agricultural Attache(s) of changes in itineraries once abroad.
- Obtain travel security clearances for all employees and non-Government persons accredited to USDA when traveling to a foreign country on official business for 180 days or more.
- Require travelers to contact the foreign consular offices stationed in the principal cities of the United States for any information concerning requirements for entry into a foreign country; i.e., import restrictions applying to plant and animal health safety.
- Require travelers to consult the nearest American Embassy or Consulate about

the need for visas before changing itineraries, once arriving abroad.

- Require employees, who are U.S. citizens traveling to a foreign country on official business for USDA, to obtain official passports and, when required, official visas, before departing from the United States. Tourist cards, tourist visas, and personal passports may not be used for official travel.

EXCEPTION: Taiwan is the only country where personal passports will be used as the United States does not have diplomatic relations with Taiwan.

- Obtain passports released by FAS only after clearance is received from FAA, FAS.

## 7. DELEGATION

Designate an ARS Travel Coordinator, who is the Head, Policy and Travel Management Section, BFSB, FMD.

## 8. RESPONSIBILITIES

The **ARS Travel Coordinator** is responsible for:

- Assuring compliance with foreign travel document processing time schedules, procedures, and other requirements.
- Notifying the FTU of any changes in employment status that would affect the necessity for maintaining unexpired passports; i.e., retirement, transfer to another Agency.
- Making monthly changes to the Passport Control Report.

## 9. TIME SCHEDULES FOR OBTAINING PASSPORTS AND VISAS

When planning foreign travel, allow sufficient time to obtain the official passport and visas.

- **New passports.** An AD-121 (see exhibit 1) must be received by BFSB:
  - **50 calendar days** before departure for employees in the Washington, DC,

Metropolitan Area.

- **65 calendar days** before departure for field employees outside the Washington, DC, Metropolitan Area.
- **Revalidated passports.** An AD-121 (see exhibit 1) must be received by BFSB **30 calendar days** before departure for all employees.
- **Visas.** All foreign countries require **30 calendar days** for routine processing.

NOTE: The FTU **WILL NOT** obtain passports or visas in less than the established number of days to process pertinent documents without a strong justification explaining the circumstances. Late justification for issuance must be in letter form from the Area Administrative Officer addressed to the Department of State Passport Office and signed by the FTU.

## 10. VISA REQUIREMENTS GUIDE

The Visa Requirements Guide alphabetically lists each country and the visa documentation required by Embassies for issuance of official visas where required. The Visa Requirements Guide is published and distributed to all Area Offices by the Travel Office, BFSB, FMD, as major changes are issued by FAS.

## 11. DIPLOMATIC CONTACTS

After arrival and before transacting business with officials of foreign Governments in the Agricultural Attache's country(ies) of responsibility, traveler **MUST** contact the Agricultural Attache, or in the Attache's absence, other diplomatic officers of the United States, as may be appropriate.

NOTE: The above requirement also applies to employees stationed in a foreign country and traveling to another foreign country on official business.

The Department of State wants its Diplomatic and Consular offices to provide maximum help and assistance to ARS travelers while abroad. USDA employees should cooperate to the fullest degree with U.S. diplomatic representatives to achieve maximum effectiveness in our relations with foreign countries.

NOTE: Travelers do not need to contact the Agricultural Attache upon arrival in the Attache's country(ies) of responsibility when the travel is to attend a

professional society meeting. However, advising the Attache before the trip and submission of the itinerary copies to FAA is required. The Agricultural Attache MUST be contacted when attendance at international meetings is sponsored by public international organizations; i.e., FAO conferences.

## **12. PROCEDURES FOR OBTAINING NEW PASSPORTS**

If employee has neither a personal nor an official passport issued within the last 12 years, then a DSP-11 (exhibit 3) must be used to apply in person for an official passport.

### **Area Travel Clerk**

Prepare AD-121 (see exhibit 2) and send to the Travel Office, BFSB, FMD, within time schedules in section J. BFSB will prepare the AD-121 for Headquarters' employees.

### **Travel Office, BFSB, FMD**

- Sign second through fifth copies of AD-121 and send to FTU:
  - 45 calendar days before departure for employees in the Washington, DC, Metropolitan Area.
  - 60 calendar days before departure for employees outside the Washington, DC, Metropolitan Area.

NOTE: FAS will not process the AD-121 unless signed by the Travel Office, BFSB, FMD.

- After approval of AD-121 by FAS:
  - If Headquarters traveler, send a blank DSP-11 direct to traveler with instructions to apply for a passport (see exhibit 4).  
  
NOTE: For travelers in the Washington, DC, Metropolitan Area, FAS retains approved AD-121.
  - If Area traveler, send approved AD-121 and DSP-11 to traveler with instructions to apply for a passport (see exhibit 4). Send message to Area Travel Clerk advising approved AD-121 has been



forwarded to traveler.

NOTE: Travelers must not add countries or in anyway change the approved AD-121. Any changes will invalidate the AD-121.

## **Traveler**

- After being notified of FAS approval of AD-121, apply for a passport from one of the following offices:
  - If located in or near the Washington, DC, Metropolitan Area, make an appointment with the FTU, FAS.
  - If located outside Washington, DC, Metropolitan Area:
    - Post Office having a passport agent; or
    - Clerk of a Federal or State court having naturalization jurisdiction.
- The following documentation is required:
  - Approved AD-121.
  - Proof of U.S. citizenship; i.e., certified copy of birth certificate, previous (issued more than 12 years prior to application) U.S. passport, Certificate of Naturalization, Certification of Citizenship, or a Report of Birth Abroad.
  - Proof of identity containing signature and physical description or photograph; i.e., driver's license.
  - Two passport-size photographs (see exhibit 3).
  - A completed, but unsigned, DSP-11.

NOTE: The DSP-11 must be signed by the traveler in person before the Passport Agent. No fee is charged to Federal employees when approved AD-121 is submitted with application.

## **FTU**

- Obtain passport from Department of State Passport Office.
- Obtain necessary visas from foreign countries.
- Send passport with visas to BFSB.

## **Travel Office, BFSB, FMD**

- If Headquarters traveler, send passport with visas directly to traveler.
- If Area traveler, send passport with visas to Area Travel Clerk or directly to traveler.

NOTE: Country clearance must be obtained before passport or visas can be released.

## **Area Travel Clerk**

- Send passport with visas to traveler.

## **13. PROCEDURES FOR REISSUANCE OF PASSPORTS**

If official passport has expired or will expire prior to completion of planned foreign travel or employee has a personal U.S. passport issued in the employee's name in the last 12 years, employee must apply for a reissuance of an official passport using a DSP-82 (exhibit 6) and follow the instructions below.

### **Traveler**

- Send official or personal passport to Area Travel Clerk with the following:
  - Two passport-size photographs (see exhibit 6).
  - A completed and signed DSP-82.

NOTE: Passport must be the latest one issued and issued within the last 12 years.

### **Area Travel Clerk**

- Prepare AD-121 (see exhibit 2) and send to BFSB within time schedules in section J. BFSB will prepare the AD-121 for Headquarters' employees.

### **Travel Office, BFSB, FMD**

- Sign second through fifth copies of AD-121 and forward above documents to FTU.

### **FTU**

- Obtain passport from Department of State Passport Office.
- Obtain necessary visas from foreign countries.
- Send passport with visas to BFSB.

### **Travel Office, BFSB, FMD**

- If Headquarters traveler, send passport with visas directly to traveler.
- If Area traveler, send passport with visas to Area Travel Clerk or directly to traveler.

NOTE: Country clearance must be obtained before passport or visas can be released.

### **Area Travel Clerk**

- Send passport with visas to traveler.

## **14. PROCEDURES FOR REVALIDATION OF PASSPORTS AND OBTAINING NEW VISAS**

### **Area Travel Clerk**

- Prepare AD-121 (see exhibit 2) and send to BFSB within time

schedules in section J. For Headquarters travelers, BFSB prepares the AD-121.

#### **Travel Office, BFSB, FMD**

- Sign second through fifth copies of AD-121 and send to FTU at least 30 calendar days before traveler's departure.

#### **FTU**

- Release revalidated passport.
- Obtain necessary visas from foreign countries.
- Send passport with visas to BFSB.

#### **Travel Office, BFSB, FMD**

- If Headquarters traveler, send passport with visas directly to traveler.
- If Area traveler, send revalidated passport with visas to Area Travel Clerk or directly to traveler.

NOTE: Country clearance must be obtained before passport or visas can be released.

#### **Area Travel Clerk**

- Send revalidated passport with visas to traveler.

### **15. PROCEDURES FOR AMENDING AND SUBMITTING AD-121**

#### **Area Travel Clerk**

- Prepare AD-121 annotating the form at the top with "AMENDMENT."

NOTE: An amended AD-121 is required if travel dates change by 7 or more days or if countries are added or deleted.

- Circle the item numbers in RED that have changed.

- Follow procedures in section 12. Submit amended AD-121 to BFSB.

## **16. PROCEDURES FOR OBTAINING SECURITY CLEARANCES**

### **Traveler**

- Submit completed AD-125 to Area Travel Clerk.

### **Area Travel Clerk**

- When AD-125 is received, complete ARS-143.
- Submit completed AD-125 and ARS-143 to PD.

## **17. PROCEDURES FOR DISPOSITION OF PASSPORTS UPON COMPLETION OF TRAVEL**

### **Traveler**

- Return passport to BFSB, through the Area Travel Clerk, within 5 working days after completion of travel.

NOTE: If resuming travel within 14 days after completion of trip, hold official passport as long as all requirements have been completed for second trip; i.e., visa obtained and country clearance requested.

### **Area Travel Clerk**

- Return passport immediately to BFSB.

### **Travel Office, BFSB, FMD**

- Return passport to FTU.
- Obtain receipt (FAS-173) and send it to Area Travel Clerk.

### **FTU**

- Retain passport until expiration date. If traveler requests expired passport, it may be returned after cancellation by the Department of

State.

NOTE: If traveler requests expired passport, Area Travel Clerk must submit a DSP-19 (Exhibit 5) to the Travel Office, BFSB, FMD.

- Revalidate passport for additional official travel upon receipt of a completed Form AD-121 from BFSB.

#### **Travel Office, BFSB, FMD**

- Provide weekly updated reports on the status of passports from the computerized FTIS to Headquarters and Areas.

### **18. INTERMITTENT TRAVEL**

In a few instances, ARS employees hold passports for frequent short-notice trips. For these trips, the Area Travel Clerk must notify BFSB of each trip, provided special arrangements are made by the Agricultural Attache for the notification needed. For any such special arrangements, the Area Travel Clerk should send a copy of the notification to BFSB.

The need for travelers to hold passports for intermittent travel must be justified annually to FAS by the Director, FMD, for the Administrator, ARS.

### **19. PROCEDURES FOR INTERMITTENT TRAVEL**

#### **Traveler**

- Send justification to Area Travel Clerk for frequent short-notice trips including number of trips, duration, estimated dates of travel, and estimated cost.
- Prepare notification to Agricultural Counselor/Attache including number of trips, duration, and estimated dates of travel.

#### **Area Travel Clerk**

- Prepare AD-121 (see exhibit 2) covering 1 year.
- Forward AD-121 to Travel Office, BFSB, FMD.

### **Travel Office, BFSB, FMD**

- For Area travelers, BFSB submits the annual justifications for review and forwarding to FTU for approval.

NOTE: For new passports, submit the individual justification, as required by the FTU, with the AD-121 to BFSB.

### **Director, FMD**

- Submit justification letter to Assistant Administrator for Administrative Management, FAS, by March 1 of each year.

JANE L. GILES  
Deputy Administrator  
Administrative Management

#### Exhibits

- 1 AD-121 - Passport Request
- 2 Instructions for Completing AD-121
- 3 DSP-11 - Application for Passport
- 4 Official Passport Instructions
- 5 DSP-19 - Passport Amendment/Validation Application
- 6 DSP-82 - Application for Passport by Mail

EXHIBIT 1, AD-121 - Passport Request

DIRECTIVE 345.3

**Exhibit 1**

<p style="text-align: center;">U.S. Department of Agriculture Foreign Agricultural Service <b>Passport Request</b> <i>(Submit original and three copies to FAS)</i></p>	<p>1. Date _____</p> <p>2. Action Requested  <input type="checkbox"/> Issuance of Official Passport    <input type="checkbox"/> Issuance of Diplomatic Passport  <input type="checkbox"/> Revalidation of passport</p>										
<p>To                  Director, Passport Office                  Department of State                  Washington, D.C.20524</p>	<p>3. Date of Departure from U.S.A. _____</p> <p>4. Date of Return to U.S.A. _____</p>										
<p>5. Name of Traveler _____</p>											
<p>6. Title and Agency _____</p>											
<p>7. Kind of Overseas Assignment  <input type="checkbox"/> New position    <input type="checkbox"/> Replacement for (name) _____    <input type="checkbox"/> TDY</p>											
<p>8. Countries to be visited _____</p>											
<p>9. Purpose of Trip (for each country visited) _____</p>											
<p>10. Dependents to Accompany Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Relationship</th> <th style="width: 25%;">Place of Birth <i>(City and State or Country)</i></th> <th style="width: 25%;">Date of Birth <i>(Month, Day &amp; Year)</i></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Name	Relationship	Place of Birth <i>(City and State or Country)</i>	Date of Birth <i>(Month, Day &amp; Year)</i>				
Name	Relationship	Place of Birth <i>(City and State or Country)</i>	Date of Birth <i>(Month, Day &amp; Year)</i>								
<p>11. Remarks _____</p>											
<p>12. Requested by (title)  <i>Assistant Administrator, Management</i></p>		<p>12A. Signature _____</p>									

Form AD-121 Rev. 2-90



EXHIBIT 2

**INSTRUCTIONS FOR COMPLETING AD-121**

Numbers correspond to the blocks shown on the form as follows:

- 1 **Date.** Leave blank.
- 2 **Action Requested.** Place an "X" in issuance of official passport block.
- 3 **Date of Departure from U.S.A.** Show only official duty date. Use month (spelled out), specific day, and year.
- 4 **Date of Return to U.S.A.** Show only official duty date. Use month (spelled out), specific day, and year.
- 5 **Name of Traveler.** First name, middle initial, and last name.
- 6 **Title and Agency.** Position title, grade (i.e., GM-15), Agency (i.e., Agricultural Research Service), Staff or Area (i.e., NPS, PWA, etc.), City and State (i.e., Beltsville, MD), Area designation (i.e., A0100).
- 7 **Kind of Overseas Assignment.** Leave blank unless employee is starting a 2-year assignment at an overseas location.
- 8 **Countries to be Visited.** List all countries to be visited including in transit stopovers, if overnight. If overnight stop, note stopover after listing country.
- 9 **Purpose of Trip (for each country visited).** Show purpose for each country. If attending a meeting, provide meeting name.
- 10 **Dependents to Accompany Traveler.** Leave blank.
- 11 **Remarks.** Leave blank. This section used by BFSB when necessary.
- 12 **Requested by (title).** Leave blank.
- 12A **Signature.** Leave blank.

For revalidation, the same information is required except for Block 2.

EXHIBIT 3 DSP-11 Application for Passport

DIRECTIVE 345.3 **Exhibit 3**

UNITED STATES DEPARTMENT OF STATE  
**APPLICATION FOR  PASSPORT  REGISTRATION**  
 SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS

1. NAME FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
 LAST NAME \_\_\_\_\_

2. MAILING ADDRESS  
 STREET \_\_\_\_\_  
 CITY, STATE, ZIP CODE \_\_\_\_\_

3. SEX  Male  Female

4. PLACE OF BIRTH City, State or Province, Country \_\_\_\_\_

5. DATE OF BIRTH Mo. Day Year \_\_\_\_\_

6. SEE FEDERAL TAX SOCIAL SECURITY NUMBER LAW NOTICE ON REVERSE SIDE

7. HEIGHT Feet Inches \_\_\_\_\_

8. COLOR OF HAIR \_\_\_\_\_

9. COLOR OF EYES \_\_\_\_\_

10. (Area Code) HOME PHONE \_\_\_\_\_

11. (Area Code) BUSINESS PHONE \_\_\_\_\_

12. PERMANENT ADDRESS (Street, City, State, ZIP Code) \_\_\_\_\_

13. OCCUPATION \_\_\_\_\_

14. FATHER'S NAME BIRTHPLACE BIRTH DATE U.S. CITIZEN  
 YES  NO

15. MOTHER'S MAIDEN NAME BIRTHPLACE BIRTH DATE U.S. CITIZEN  
 YES  NO

16. TRAVEL PLANS (Not Mandatory) COUNTRIES DEPARTURE DATE LENGTH OF STAY

17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? YES  NO  IF YES, SUBMIT PASSPORT IF AVAILABLE.  Submit  
 IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE  
 NAME IN WHICH ISSUED PASSPORT NUMBER ISSUE DATE (Mo., Day, Yr.) DISPOSITION

18. HAVE YOU EVER BEEN MARRIED?  YES  NO DATE OF MOST RECENT MARRIAGE Mo. Day Year  
 WIDOWED/DIVORCED?  YES  NO IF YES, GIVE DATE Mo. Day Year  
 SPOUSE'S FULL BIRTH NAME SPOUSE'S BIRTHPLACE

19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) RELATIONSHIP  
 FULL NAME (Area Code) PHONE NUMBER  
 ADDRESS \_\_\_\_\_

20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION  
 IMMIGRATED TO THE U.S.  RESIDED CONTINUOUSLY IN THE U.S. DATE NATURALIZED (Mo., Day, Yr.)  
 (Month, Year) From (Mo., Yr.) To (Mo., Yr.) PLACE

21. 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.  
 Subscribed and sworn to (affirmed) before me \_\_\_\_\_ (SEAL) X  
 Month Day Year  
 Clerk of Court or  PASSPORT Agent  
 Postal Employee  
 (Signature of person authorized to accept application)  (Vice) Consul USA At \_\_\_\_\_ (Sign in presence of person authorized to accept application)

22. APPLICANT'S IDENTIFYING DOCUMENTS  PASSPORT  DRIVER'S LICENSE  OTHER (Specify) \_\_\_\_\_ No. \_\_\_\_\_  
 ISSUE DATE EXPIRATION DATE PLACE OF ISSUE ISSUED IN THE NAME OF  
 Month Day Year Month Day Year

23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)  
 Birth Cert. SR CR City Filed/Issued: \_\_\_\_\_  
 Passport Bearer's Name: \_\_\_\_\_  
 Report of Birth  
 Naturalization/Citizenship Cert. No.: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Seen & Returned  
 Attached

APPLICATION APPROVAL  
 Examiner Name \_\_\_\_\_  
 Office, Date \_\_\_\_\_

24. FEE \_\_\_\_\_ EXEC. \_\_\_\_\_ POST \_\_\_\_\_

FORM DSP-11 (12-87) (SEE INSTRUCTIONS ON REVERSE) Form Approved OMB No. 1405-0002 (5-78) 811/89

UNITED STATES DEPARTMENT OF STATE  
PASSPORT APPLICATION

**FEDERAL TAX LAW:**

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#3), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will 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 applies 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; or having been naturalized, within one year after such naturalization, returned to the country of my birth or any other foreign country to take up a permanent residence.

**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 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 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 USC 1544. All statements and documents submitted are subject to verification.

**PRIVACY ACT STATEMENT:**

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States Passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

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.

**HOW TO APPLY FOR A U.S. PASSPORT.** U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport.

**IF YOU ARE A FIRST-TIME APPLICANT,** please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) **PROOF OF U.S. CITIZENSHIP**, (2) **PROOF OF IDENTITY**, (3) **TWO PHOTOGRAPHS**, (4) **FEES** (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated postal employee at a selected post office; or an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

**IF YOU HAVE HAD A PREVIOUS PASSPORT,** inquire about eligibility to use Form DSP-82 (mail-in application).

Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

**(1) PROOF OF U.S. CITIZENSHIP**

(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit 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 seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

**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, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.

(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below. **IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENTS,** 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.

**IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENTS,** submit a Consular Report of Birth (Form PS-240) or Certification of Birth (Form DS-1350 or FS-545) or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and

places of residence/physical presence in the United States and abroad before your birth.

(2) **PROOF OF IDENTITY.** If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. 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 or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) 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 DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) **TWO PHOTOGRAPHS.** Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1.38 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) **FEES.** Submit \$42 if you are 18 years of age or older. The passport fee is \$35. In addition, a fee of \$7 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. Submit \$27 if you are under 18 years of age. The passport fee is \$20 and the execution fee is \$7. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Pay the passport and execution fees in one of the following forms: checks—personal, certified, traveler's, 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.

Make passport and execution fees payable to Passport Services (except if applying at a State court, pay execution fee as the State court requires) or the appropriate Embassy or Consulate, if abroad. No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except State courts may collect the execution fee). Pay special postage if applicable.

EXHIBIT 4

**OFFICIAL PASSPORT INSTRUCTIONS**

(for Agricultural Research Service Employees Traveling to Foreign Countries)

Submit passport application at the earliest possible date to a clerk of a Federal or State Court who is authorized to naturalize aliens or to an agent of the Department of State Passport Office. Some local post offices also accept applications. Passport agents are located at the following locations:

John F. Kennedy Bldg. Government Center 230 Rm. E-123 Boston, MA 02203	Kluczynski Fed. Bldg. South Dearbon St. Ste. 380 Chicago, IL 60604	New Federal Bldg. 300 Ala Moana Blvd. Rm. C-106, P.O. Box 50185 Honolulu, HI 96850
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One Allen Center 500 Dallas Street Houston, TX 77002	Hawthorne Fed. Bldg. 15000 Aviation Blvd. Rm. 2W16 Lawndale (LA), CA 90261	Federal Office Bldg. 51 SE. First Avenue Rm. 804 Miami, FL 33130
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Int'l Trade Mart 2 Canal Street Rm. 400 New Orleans, LA 70130	Rockefeller Center 630 Fifth Center Rm. 270 New York, NY 10111	Federal Building 600 Arch Street Rm. 4426 Philadelphia, PA 19106
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Federal Building 450 Golden Gate Ave. Rm. 1405 San Francisco, CA 94102	Federal Building 915 Second Avenue Rm. 906 Seattle, WA 98174	One Landmark Square Broad & Atlantic Sts. Stamford, CT 06901
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1425 K Street, NW.  
Washington, DC 20524

**A. REQUIRED DOCUMENTATION**

1. Native-born applicants applying for their first passport shall submit a certified copy of their birth certificate with the application.
2. Old U.S. passport.
3. Naturalized citizens shall submit their certificate of naturalization.
4. If no primary evidence, such as a birth certificate, is available, a statement by appropriate authorities that no birth record exists and secondary evidence of U.S. birth, such as baptismal certificate, census records, newspaper files, family bible, school records, or affidavits of persons with personal knowledge of birth in the United States, is required.

**B. PHOTOGRAPHS**

Two passport photos are required (see attached DSP-11, Item 3, for details) and 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.**

When having pictures made, have at least four additional prints made, since additional photos may be required for visas.

**C. IDENTIFICATION**

The applicant shall establish his identity to the satisfaction of the clerk of court or passport agent. Proof of identity may be established through personal knowledge of the applicant by the clerk or agent, or by one of the following items containing applicant's signature and physical description or photograph: (1) Previous U.S. passport, (2) Naturalization certificate, (3) Driver's license, (4) Government (Federal, State, Municipal) identification card or pass, or (5) An industrial or business identification card or pass. (See DSP-11, Item 2, for details.)

**D. FEES**

There is no fee for executing an application for an official passport except that **State Courts** may charge \$3 for executing the application (which may be reimbursed).

**E. SPECIAL INSTRUCTIONS/INFORMATION**

Applications sent in from the field must be marked to the attention of PPT/WNS/SO Passport Office, Department of State, Washington, DC 20254. If application is made less than 30 days before planned departure, please furnish the clerk of the court with postage to forward the application by express mail to the State Department Passport Office, Washington, DC.

Upon issuance of the official passport by the Department of State, Washington, DC, the new passport will be forwarded directly to the U.S. Department of Agriculture, Foreign Agricultural Service. The FAS/FTU will obtain the necessary visas for official travel and release the passport with visas to USDA/ARS/FMD/ Budget & Fiscal Services Branch, 6303 Ivy Lane, Room 721, Greenbelt, MD 20770-1433, who will release the passport to the appropriate Area Travel Office.

The attached AD-121 should be given to the passport agent with the passport application (DSP-11) signed by the traveler in the presence of the agent. No alterations should be made to the AD-121. If a change in travel dates and itinerary occurs, please notify the appropriate Area/Headquarters office immediately. Each person traveling should apply for a separate official passport.

**AFTER APPLYING FOR A NEW PASSPORT, PLEASE RETURN ONLY THE LOWER PORTION OF THIS LETTER TO THE ADDRESSEE INDICATED BELOW. A preaddressed envelope is attached.**

------(Cut along this line and return in attached envelope.)-----

NOTIFICATION OF APPLICATION

Send to: M. L. Afoke/A. M. Walker  
USDA/ARS/FMD/BFSB/HQ Operations  
6303 Ivy Lane, Room 721  
Greenbelt, MD 20770-1433  
Tel.: (301) 344-0281/Fax.: (301) 344-0310

\_\_\_\_\_  
(Full Name)                      (Date)

ARS-  
\_\_\_\_\_  
(Headquarters/Area)

\_\_\_\_\_  
(Clerk or Passport Agent)

\_\_\_\_\_  
(City and State)

DIRECTIVE 345.3

**Exhibit 5**

UNITED STATES DEPARTMENT OF STATE  
**PASSPORT AMENDMENT/VALIDATION APPLICATION**  
 (SEE INSTRUCTIONS ON REVERSE)  
 TYPE OR PRINT IN INK IN WHITE AREAS ONLY

---

**IDENTIFYING INFORMATION**

NAME FIRST NAME MIDDLE NAME

LAST NAME

MAILING ADDRESS

STREET

CITY, STATE, ZIP CODE

IN CARE OF

SEX PLACE OF BIRTH DATE OF BIRTH DEPARTURE DATE

Male Female City, State or Province, Country Month Day Year

PASSPORT NUMBER ISSUE DATE PLACE OF ISSUE DOCUMENT CODE

Month Day Year (For Official Use Only)

PERMANENT ADDRESS (Street, City, State, ZIP Code)

HOME PHONE (Area Code)

BUSINESS PHONE (Area Code)

---

**NAME CHANGE** (Submit original or certified document)

CHANGE NAME TO READ AS FOLLOWS: NAME CURRENTLY IN PASSPORT

DATE OF MARRIAGE SPOUSE'S NAME IN FULL

Month Day Year

NAME CHANGED BY MARRIAGE: NAME OF COURT LOCATION (City, State) DATE

Month Day Year

NAME CHANGED BY COURT ORDER: OTHER (Specify)

---

**OTHER ACTION REQUESTED**

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**OATH AND SIGNATURE** I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true.

**X**

Date Signature of applicant

**FOR PASSPORT SERVICES USE ONLY**

Evidence \_\_\_\_\_

Name Change \_\_\_\_\_

Add Visa Pages \_\_\_\_\_

Renewal \_\_\_\_\_

Other \_\_\_\_\_

Extend to \_\_\_\_\_

Endorsement No. \_\_\_\_\_

Limit to \_\_\_\_\_

Void limitation on page \_\_\_\_\_

Examiner's Name Office Date

FORM DSP-19 3-87 (SEE INSTRUCTIONS ON REVERSE) FORM APPROVED OMB No. 1405-0007 (Exp. 12/31/88)

UNITED STATES DEPARTMENT OF STATE  
**PASSPORT AMENDMENT/VALIDATION APPLICATION**

**YOU MAY REQUEST AMENDMENT/VALIDATION OF YOUR PASSPORT FOR THE FOLLOWING REASONS ONLY:**

- TO SHOW A CHANGE OF NAME. Submit documentary evidence such as a certified court order, marriage certificate, or other satisfactory evidence to support a change of name.
- TO CORRECT THE DESCRIPTIVE DATA. Submit appropriate evidence to support correction of descriptive data.
- TO ADD VISA SUPPLEMENT PAGES.
- TO EXTEND THE VALIDITY OF A LIMITED PASSPORT. Submit appropriate evidence to support your request.
- IN CERTAIN CASES, TO SHOW ENDORSEMENT OR VALIDATION OF YOUR PASSPORT. Submit appropriate evidence.

**HOW TO APPLY FOR AMENDMENT/VALIDATION OF YOUR PASSPORT**

- COMPLETE, SIGN, and DATE this passport amendment/validation application.
- SEND it with your passport and any required additional evidence to the nearest passport facility. You need NOT appear in person.
- THERE IS NO FEE FOR THIS SERVICE. Your amended passport and any documentary evidence submitted will be returned to you by first-class mail. IF you desire SPECIAL POSTAL SERVICE (registered, special delivery), include appropriate postage fees.

NOTE: A passport agency may NOT mail a passport to a private address outside the United States.

**NOTICE TO APPLICANTS FOR AMENDMENT/VALIDATION OF OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS**

Submit your U.S. Government or military authorization in addition to the items listed above. Consult your sponsoring Agency for instructions on proper routing procedures before forwarding this application. Your amended/validated passport will be released to your sponsoring Agency for forwarding to you.

**ADDRESSES OF PASSPORT FACILITIES**

Boston Passport Agency  
 Room E 123, John F. Kennedy Bldg.  
 Government Center  
 Boston, MA 02203-0123

Chicago Passport Agency  
 Room 380, Kluczynski Federal Bldg.  
 230 South Dearborn Street  
 Chicago, IL 60604-1564

Honolulu Passport Agency  
 Room C-106, New Federal Bldg.  
 300 Ala Moana Boulevard  
 P.O. Box 50185  
 Honolulu, HI 96850

Houston Passport Agency  
 One Allen Center  
 500 Dallas Street  
 Houston, TX 77002-4874

Los Angeles Passport Agency  
 Room 13100, Federal Bldg.  
 11000 Wilshire Boulevard  
 Los Angeles, CA 90024-3615

Miami Passport Agency  
 16th Floor, Federal Office Bldg.  
 51 SW First Avenue  
 Miami, FL 33130-1680

New Orleans Passport Agency  
 Postal Services Building  
 Room T-12005  
 701 Loyola Avenue  
 New Orleans, LA 70113-1931

Northeast Passport Center  
 P.O. Box 22  
 New York, NY 10014-4898

Philadelphia Passport Agency  
 Room 4426, Federal Bldg.  
 600 Arch Street  
 Philadelphia, PA 19106-1684

San Francisco Passport Agency  
 Room 200  
 525 Market Street  
 San Francisco, CA 94105-2773

Seattle Passport Agency  
 Room 992, Federal Bldg.  
 915 Second Avenue  
 Seattle, WA 98174-1091

Washington Passport Agency  
 1425 K Street, NW  
 Washington, DC 20524-0002

**PRIVACY ACT STATEMENT**

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1969. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties, pursuant to court order, and, as set forth in Part 171, Title 22 Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

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.

**ACTS OR CONDITIONS**

If any of the below mentioned acts or conditions has been performed by or applies to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement by the persons to whom the portion is applicable should be attached, signed, 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 the 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.

FORM DSP-19

3-87

DIRECTIVE 345.3

**Exhibit 6**

**APPLICATION FOR PASSPORT BY MAIL.**

**IMPORTANT:**  
 - READ INSTRUCTIONS ON BACK OF FORM  
 - TYPE OR PRINT IN INK IN WHITE AREAS ONLY

**IDENTIFYING INFORMATION**

1. NAME FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
 LAST NAME \_\_\_\_\_

2. MAILING ADDRESS  
 STREET \_\_\_\_\_  
 CITY STATE ZIP CODE \_\_\_\_\_

3. SEX Male Female  
 4. PLACE OF BIRTH City, State or Province, Country \_\_\_\_\_

5. DATE OF BIRTH Month Day Year \_\_\_\_\_

6. SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE SOCIAL SECURITY NUMBER \_\_\_\_\_

7. HEIGHT Feet Inches \_\_\_\_\_

8. COLOR OF HAIR \_\_\_\_\_

9. COLOR OF EYES \_\_\_\_\_

10. (Area Code) HOME PHONE \_\_\_\_\_

11. (Area Code) BUSINESS PHONE \_\_\_\_\_

NOTE: MOST RECENT PASSPORT ISSUED ON OR AFTER YOUR 16TH BIRTHDAY AND ISSUED WITHIN THE PAST 12 YEARS MUST BE ATTACHED.

12. PASSPORT NUMBER \_\_\_\_\_

13. ISSUE DATE Month Day Year \_\_\_\_\_

14. OCCUPATION \_\_\_\_\_

15. DEPARTURE DATE \_\_\_\_\_

16. PERMANENT ADDRESS (Street, City, State, ZIP Code) \_\_\_\_\_

**SUBMIT TWO RECENT IDENTICAL PHOTOS**

17. TRAVEL PLANS (Not Mandatory) COUNTRIES \_\_\_\_\_  
 LENGTH OF STAY \_\_\_\_\_

18. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) (Not Mandatory)  
 FULL NAME \_\_\_\_\_  
 ADDRESS STREET \_\_\_\_\_  
 CITY STATE ZIP CODE \_\_\_\_\_  
 (Area Code) PHONE NUMBER \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

19. OATH AND SIGNATURE (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, 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 of competent jurisdiction of committing any act of treason against, or attempting to, force, to overthrow, or bear arms against the United States.

**DECLARATION:** I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

(Date) \_\_\_\_\_ X  
 Signature of Applicant (Must be signed by applicant)

**FOLLOW INSTRUCTIONS CAREFULLY—INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.**

20. FOR ISSUING OFFICE USE ONLY RECORD: Type of Document(s), Number, Date Filed/Issued, Court/Place, Bearer's Name as Appropriate  
 Passport  Evidence of Name Change  Other: \_\_\_\_\_  Seen & Returned

Bearer's Name: \_\_\_\_\_

No: \_\_\_\_\_ Place: \_\_\_\_\_

21. FEE \_\_\_\_\_ POST \_\_\_\_\_

FORM DSP-82 (11-90) (SEE INSTRUCTIONS ON REVERSE) OMB No. 1405-0020 (Exp. 8/31/92) Est. 4-1-3 Bureau, 10/1/91



DON'T PUT IT OFF  
APPLY NOW

UNITED STATES DEPARTMENT OF STATE

AVOID THE LAST  
MINUTE RUSH

## APPLICATION FOR PASSPORT BY MAIL

## IMPORTANT—TO BE ELIGIBLE TO USE THIS APPLICATION:

- YOU MUST HAVE BEEN ISSUED A U.S. PASSPORT IN YOUR NAME WITHIN THE PAST 12 YEARS; AND
- YOU MUST SUBMIT YOUR MOST RECENT U.S. PASSPORT WITH THIS APPLICATION; AND
- YOU MUST HAVE BEEN AGE 16 OR OLDER WHEN YOUR MOST RECENT U.S. PASSPORT WAS ISSUED.

If you meet all of the above provisions, complete and forward this application to a Passport Facility listed below. You need NOT appear in person if you are not eligible to use this form, use Form DSP-11, "Passport Application."

NOTE: Your passport may not be mailed by a Passport Agency to a private address outside the United States.

## NOTICE TO APPLICANTS RESIDING ABROAD

United States citizens residing abroad should not submit this form to the Passport Facilities listed below. 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.

## INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- YOUR MOST RECENT PASSPORT, AS DESCRIBED ABOVE.  
Your new passport will be issued in the same name as your most recent passport UNLESS you send with the application an original or certified court order or marriage certificate showing a change in name. These documents will be returned to you with your new passport.
- TWO RECENT IDENTICAL 2" x 2" PHOTOGRAPHS.  
Submit photographs sufficiently recent to be a likeness of you (normally taken within the last 6 months). We recommend a pleasant natural pose. The photographs must be in normal street attire, showing you without a headcovering unless it is worn for religious reasons. Dark glasses or nonprescription glasses with tinted lenses, are not acceptable unless required for medical reasons. Photographs may be in color or black and white. Photographs must be on thin paper, and must show a front view of your face with a plain, light (white or off-white) background. The image size measured from the bottom of the chin to the top of the head (including hair) must be at least 1 inch and not more than 1-3/8 inches. The photographs must be capable of withstanding a mounting temperature of up to 225° Fahrenheit (107° Celsius). Tinted photographs, most vending machine prints, and prints subject to fading or sensitive to heat are not acceptable.
- PASSPORT FEE OF \$55.  
Enclose the fee of \$55 in check or money order payable to Passport Services. DO NOT SEND CASH. Passport Services cannot accept responsibility for cash sent through the mail. Submit a separate check or money order with each application. FULL NAME OF APPLICANT SHOULD BE TYPED OR PRINTED ON EACH CHECK. DATE OF BIRTH OF APPLICANT SHOULD BE WRITTEN ON FACE OF CHECK. If you desire special postal service other than first class mail (registered, special delivery), include the appropriate fees.

## ADDRESSES OF PASSPORT AGENCIES

**BOSTON PASSPORT AGENCY - M**  
Room 247, Thomas P. O'Neill Bldg.  
10 Causeway Street  
Boston, MA 02222-1094

**CHICAGO PASSPORT AGENCY - M**  
Suite 380, Kluczynski Federal Bldg.  
230 South Dearborn Street  
Chicago, IL 60604-1564

**HONOLULU PASSPORT AGENCY - M**  
Room C-104, New Federal Bldg.  
300 Ala Moana Blvd.  
P.O. Box 50185  
Honolulu, HI 96850

**HOUSTON PASSPORT AGENCY - M**  
1919 South Street  
Suite 1100  
Houston, Texas 77002-4874

**LOS ANGELES PASSPORT AGENCY - M**  
Room 13100, 11000 Wilshire Blvd.  
Los Angeles, CA 90024-3615

**MIAMI PASSPORT AGENCY - M**  
16th Floor, Federal Office Bldg.  
51 SW First Avenue  
Miami, FL 33130-1680

**NEW ORLEANS PASSPORT AGENCY - M**  
Room T-1205, Postal Services Bldg.  
701 Loyola Avenue  
New Orleans, LA 70113-1931

**NORTHEAST PASSPORT CENTER - M**  
P.O. Box 22  
New York, NY 10014-4896

**PHILADELPHIA PASSPORT AGENCY - M**  
Room 4426, Federal Bldg.  
600 Arch Street  
Philadelphia, PA 19106-1684

**SAN FRANCISCO PASSPORT AGENCY - M**  
Room 200  
525 Market Street  
San Francisco, CA 94105-2773

**SEATTLE PASSPORT AGENCY - M**  
Room 952, Federal Bldg.  
915 Second Avenue  
Seattle, WA 98174-1091

**WASHINGTON PASSPORT AGENCY - M**  
1425 K Street, N.W.  
Washington, D.C. 20524-0002

## FEDERAL TAX LAW:

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#5), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will 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.

## PRIVACY ACT STATEMENT

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

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.

Form DSP - 82  
(11-90)

"Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (DSD/PAD/PD) Washington, D.C. 20520-0284, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (1405-0202), Washington, D.C. 20503."

U.S. G.P.O.: 1991 — 617-5