



U.S. Department of State  
**U.S. PASSPORT RE-APPLICATION FORM**

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

**Date of Application:**

**CAN I USE THIS FORM?**

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

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. My most recent U.S. passport was issued less than one year ago.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. I can submit my most recent U.S. passport.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. I have had a change in my name;<br>My identifying information was printed incorrectly;                       |                              |                             |
| <b>OR</b><br>My most recent U.S. passport was limited in validity for one year or less<br>and/or issued abroad. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If you answered NO to any of the three statements above,  
STOP - You cannot use this form!!!**

You must apply on application form DS-11 or DS-82 depending on your circumstances. Please refer to those forms, visit our website, or contact the National Passport Information Center for further information.

**FOR INFORMATION, QUESTIONS, AND INQUIRIES:**

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

**NOTICE TO APPLICANTS RESIDING ABROAD**

United States citizens residing abroad CANNOT submit this form to the passport facility listed on instruction page 2. Such applicants should contact the nearest United States embassy or consulate for procedures to be followed when applying overseas.

**CAREFULLY FOLLOW THE INSTRUCTIONS ON THE REVERSE OF THIS PAGE.  
READ ALL WARNINGS, NOTICES, AND STATEMENTS ON INSTRUCTION PAGES 3 AND 4.  
INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.**

## What do I need to send with this application form?

1. **YOUR MOST RECENT U.S. PASSPORT ISSUED LESS THAN ONE YEAR AGO.**
2. **TWO RECENT, COLOR PHOTOGRAPHS.** Submit two color photographs of you alone, sufficiently recent to be a good likeness of you (normally taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch and not more than 1 3/8 inches. The photographs must be color, clear, with a full front view of your face, and printed on thin paper with plain light (white or off-white) background. Photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details.)
3. **EVIDENCE TO SUPPORT A NAME CHANGE OR OTHER CHANGE IN DESCRIPTIVE DATA.**
  - If your name has changed you must submit a marriage certificate or court order showing the change of name. If you are unable to document your name change in this manner, you must apply on the DS-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal, State, or county court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
  - If there is a change or an error in the descriptive data in your recently issued passport you must submit the appropriate evidence showing the correct information (e.g. birth certificate or marriage certificate).
  - All documents submitted for a name change or a data correction **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents cannot be accepted. All documents will be returned to you with your passport.

**PLEASE NOTE: If you are re-applying because your U.S. passport was limited in validity due to a lack of citizenship evidence or identity, please submit the necessary documentation as specified by Passport Services. Please contact the National Passport Information Center for detailed information and instructions.**

## How do I apply using this form?

1. **COMPLETE, SIGN AND DATE THIS FORM.**
2. **SEND THIS FORM WITH YOUR MOST RECENT U.S. PASSPORT, ANY REQUIRED ADDITIONAL EVIDENCE, AND TWO RECENT COLOR PHOTOGRAPHS.**

**MAIL THIS FORM TO:**

National Passport Processing  
P.O. Box 13290  
Philadelphia, PA 19101-3290

**FOR DELIVERY—OTHER THAN U.S. POSTAL SERVICE:**

National Passport Processing  
1617 Brett Road  
ATTN: Department 13290  
New Castle, DE 19720

## Is there a fee associated with this form and how will my new passport be mailed back to me?

- There is no fee associated with the use of this form. Your re-issued U.S. passport and any documentary evidence submitted to Passport Services will be returned to you by priority mail.
- For faster processing, you may request Expedited Service. **Expedite requests will be processed in three workdays from receipt at the Passport Center.** The fee for expedited service is \$60. Enclose the \$60 expedite fee in the form of a personal check or money order. All fees should be payable to the "U.S. Department of State." **Do not send cash.** Expedited Service is available only in the United States.
- If you desire Special Postal Service (overnight mail, special delivery, etc.) include appropriate postage fees or a pre-paid envelope.

**NOTE:** The Passport Center will not mail a passport to a private address outside the United States.

**NOTE:** If you choose to provide your e-mail address in Item #11 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

## FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a U.S. passport or renewal of a U.S. passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

## NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by EFT.

## PAYMENT OF FEES

31 U.S.C. 7701 requires persons "doing business" with a Federal agency to provide their social security numbers to that agency. Because the Department of State collects fees for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 CFR 22.1, and 22 CFR 51.61-66) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900-904). In accordance with the Debt Collection Improvement Act (Pub.L. 104-134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred. In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

## OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a U.S. passport.

## PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 30 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.

## IMPORTANT NOTICE TO APPLICANTS REGARDING LOST AND STOLEN PASSPORTS

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

### **PROTECT YOURSELF AGAINST IDENTITY THEFT—REPORT YOUR LOST OR STOLEN PASSPORT!**

For more information or to report your lost or stolen passport by phone, call NPIC or visit our website at [travel.state.gov](http://travel.state.gov).

## ACTS OR CONDITIONS

(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 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/nationality, 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.

## PRIVACY ACT STATEMENT

**AUTHORITIES:** Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a et seq.; 26 U.S.C. 6039E, 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 CFR parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

**ROUTINE USES:** The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. 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. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the 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 descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.

**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

## ELECTRONIC PASSPORT STATEMENT

The State Department will begin issuing a new type of passport containing an embedded electronic chip and called an "Electronic Passport". The new passport will continue to be proof of the bearer's United States citizenship and identity, and will look and function in the same way as a passport without a chip. The addition of an electronic chip in the back cover will enable the new passport to carry a duplicate electronic copy of all information from the data page. The new passport will be usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format will provide the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the new passport will provide for faster clearance through some of the port-of-entry processes.

Issuance of this new passport will be phased in incrementally. It is expected that by late-2006 nearly all U.S. passports will be issued in this new format. The new passport will not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, and is not susceptible to unauthorized reading.

The cover of the new passport will be printed with a special symbol representing the embedded chip. The symbol will appear in port-of-entry areas where the electronic passport can be read.



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

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must 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.



U.S. DEPARTMENT OF STATE  
**U.S. PASSPORT RE-APPLICATION FORM**

OMB APPROVAL NO. 1405-0160  
EXPIRES: 08/31/2008  
ESTIMATED BURDEN: See Instruction Page 3

**WARNING:** False statements made knowingly and willfully in passport applications including affidavits or other supporting documents submitted therewith, are punishable by fine and/or imprisonment under 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 therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.

When completing this form, PRINT IN BLUE OR BLACK INK ONLY.

<input type="checkbox"/> 5 Yr. <input type="checkbox"/> 10 Yr. <b>Issue Date</b> _____	
<input type="checkbox"/> R <input type="checkbox"/> D <input type="checkbox"/> O <input type="checkbox"/> DP	
<b>End. #</b> _____	<b>Exp.</b> _____

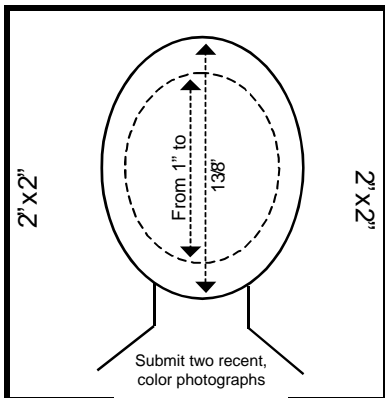
1. Name of Applicant			
Last		Suffix (Jr., Sr., III)	
First		Middle	
2. Date of Birth (mm/dd/yyyy)	3. Sex	4. Place of Birth (City & State <u>OR</u> City & Country)	5. Social Security Number (See Federal Tax Law Notice on Instruction Page 3.)
	<input type="checkbox"/> M <input type="checkbox"/> F		

6. Height	7. Hair Color	8. Eye Color	9. Occupation	10. Employer
Feet   Inches				

11. E-Mail Address (Optional)	12. Mailing Address	
	Street / RFD # <u>OR</u> Post Office Box	Apartment #
	City	State   ZIP Code
	Country (If outside the U.S.)	In Care of (if applicable)



DS 5504 06 2005



13. Permanent Address or Residence (If same as mailing address write "Same As Above")		
Street / RFD # (DO NOT LIST P.O. BOX)		Apartment #
City	State	ZIP Code
14. Home Telephone (Include Area Code)		15. Business Telephone (Include Area Code)
( )		( )

16. Emergency Contact — Provide the information of a person not traveling with you to be contacted in the event of an emergency.			
Name			
Street / RFD #			Apartment #
City		State	ZIP Code
Telephone ( )	E-mail Address (Optional)		Relationship

17. Travel Plans		
Date of Trip (mm/dd/yyyy)	Length of Trip	Countries to be Visited

18. Current U.S. Passport Information TO USE THIS FORM, YOUR CURRENT PASSPORT MUST BE LESS THAN ONE YEAR OLD.	
Name—As printed in your most recent U.S. passport	Date your most recent U.S. passport was issued (mm/dd/yyyy)
Most Recent U.S. Passport Number (Passport <u>must</u> be submitted with this application)	Place your most recent U.S. passport was issued

<b>Name of Applicant</b> (Last, First, Middle)	<b>Date of Birth</b> (mm/dd/yyyy)
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**Please complete the following questions. TO USE THIS FORM, YOUR CURRENT PASSPORT MUST BE LESS THAN ONE YEAR OLD.**

19. Has your name changed since your most recent passport was issued?  Y  N If yes, complete section A below.
20. Was your identifying information printed incorrectly in your passport?  Y  N If yes, complete section B below.
21. Was your most recent passport limited for one year and/or issued abroad?  Y  N If yes, submit citizenship evidence. Sign and date below.

**SECTION A – NAME CHANGES** (Submit original or certified documents only)

**CHANGE NAME TO READ AS FOLLOWS:**

Last
First / Middle

**WAS YOUR NAME CHANGED BY MARRIAGE?**  Y  N **IF YES, give date of marriage.**

(mm/dd/yyyy)
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**What was your spouse's full name at his/her time of birth?**

Last
First / Middle

**WAS YOUR NAME CHANGED BY COURT ORDER?**  Y  N **IF YES, give date of court order.**

(mm/dd/yyyy)
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<b>Name of court</b>
<b>Location of court</b> (City, State)

**SECTION B – PERSONAL INFORMATION CORRECTIONS** (Submit original or certified documents only.)

**ATTENTION: COMPLETE ONLY THE SECTIONS THAT WERE PRINTED INCORRECTLY IN YOUR RECENTLY ISSUED U.S. PASSPORT.**

Name			
Last	Suffix (Jr., Sr., III)	First	Middle
<b>Date of Birth</b> (mm/dd/yyyy)	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Place of Birth</b> (City & State <u>OR</u> City & Country)	

**OATH AND SIGNATURE**

I declare under penalty of perjury that I am a United States citizen (or non-citizen national) and have not, since acquiring United States citizenship (or U.S. nationality), performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I declare under penalty of perjury that the statements made on this application are true and correct.

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature of Applicant

**FOR PASSPORT SERVICES USE ONLY**

- Evidence \_\_\_\_\_
- Name Change \_\_\_\_\_
- Rewrite / Reissue \_\_\_\_\_
- Other \_\_\_\_\_
- Endorsement No. \_\_\_\_\_
- Limit To \_\_\_\_\_

— Adjudication Notes —

APPLICATION APPROVAL

FEE \_\_\_\_\_ EF \_\_\_\_\_ OTHER \_\_\_\_\_