

7 FAM 1300 APPENDIX F PASSPORT AMENDMENTS

(CT:CON-206; 11-09-2007)
(Office of Origin: CA/OCS/PRI)

7 FAM 1310 APPENDIX F NO AMENDMENT POLICY

(CT:CON-206; 11-09-2007)

- a. Effective September 26, 2005, passports can no longer be amended to change items appearing on the data page. Eliminating amendments is intended to improve passport security by having current personal information on the passport data page. Also, when the electronic passport is in circulation, the passport data page and the electronic chip will always contain the same information.
- b. Passport applicants who want to have their passports changed **within one year of issuance** to show a name change or to have incorrect data corrected may receive free replacement passports. See *7 FAM 1330 Appendix F and 7 FAM 1300 Appendix C*.
- c. Qualified applicants as explained below, who want to extend limited emergency passports within one year of passport issuance may receive replacement passports without charge. See 7 FAM 1360 and 7 FAM 1380.
- d. The expedite fee (**which is only collected within the United States**) will be charged to applicants desiring expeditious handling for replacement passports, except in rewrite and reissue cases (see *7 FAM 1380 Appendix F*). Replacement passports issued within one year will have new numbers, issue and expiration dates.

7 FAM 1311 APPENDIX F Endorsements Not Affecting the Data Page Information

(CT:CON-206; 11-09-2007)

- a. Endorsements not affecting the information on the data page of the passport (that is, the applicant's biographical data or the validity period of the passport) may still be added to a passport.
- b. These endorsements generally will be for no-fee, diplomatic or official passports and describe the applicant's new official assignment. See 7 FAM 1390 Diplomatic, Official and No Fee Regular Passports.

- c. Endorsements used to validate a passport for travel to a restricted area will also still be permitted. See 22 CFR 51.74 and 7 FAM 1380 Passport Limitation, Restriction, Revocation, Denial and Surrender.
- d. **Updated List of Endorsements:** *7 FAM 1300 Appendix B* contains a list of the permissible endorsements. These endorsements have been programmed into Travel Document Issuance System (TDIS) and American Citizen Services (ACS/ACS) systems.

7 FAM 1320 APPENDIX F ADDITIONAL VISA PAGES

(CT:CON-206; 11-09-2007)

Additional visa pages may still be attached to existing passports by passport agencies, centers and U.S. embassies, consulates and consular agencies abroad. An applicant requesting additional visa pages must provide the valid passport and Form DS-4085 "Application for Additional Visa Pages". There is no fee for attaching additional visa pages to an existing passport.

Note: Names Must Be Cleared Prior To Provision Of Additional Visa Pages. See 7 FAM 1330.

7 FAM 1330 APPENDIX F NAME CHANGES

(CT:CON-206; 11-09-2007)

- a. Applicants whose names have been changed may obtain a **free** replacement passport in the new name if requested **within one year** from the date of original passport issuance. (See *7 FAM 1300 Appendix C.*) To request the name change in a passport, applicants **must** provide **all** of the following:
 - (1) Form DS-5504 Passport Re-Application Form;
 - (2) The valid passport issued less than one year ago;
 - (3) 2 new passport photos (See *7 FAM 1300 Appendix E*);
 - (4) Evidence of name change, such as:
 - (a) Marriage/divorce/dissolution/adoption decree;
 - (b) Court order of name change;
 - (c) Deed Poll (U.K., Canada, Australia, New Zealand or Hong Kong SAR; etc.); or
 - (d) Family Register (Korea, Japan).

- b. The replacement passport issued without charge will have a new number, issue and expiration dates. The replacement passport also will be valid for ten years for an adult, five years for a minor under age 16 at the time of original issuance. For operational efficiency, the Department (CA) determined that the period of validity should **not** be the balance remaining on the original passport.
- c. Applicants whose name change took place **more than one year** after the issuance of his/her passport **must** apply for a new passport using the Form DS-11 Application for a U.S. Passport, or Form DS-82 Application for Passport by Mail,” as appropriate, paying all required fees. The new passport would be valid for ten years for an adult, five years for a minor under age 16.

7 FAM 1340 APPENDIX F TIME-LIMITED PASSPORTS THAT MAY BE REPLACED

(CT:CON-206; 11-09-2007)

- a. Passports may still be limited under certain circumstances. See 7 FAM 1380 Passport Limitation, Restriction, Denial, Revocation and Surrender. Passports issued for these reasons will be valid for no more than one year, but may be issued for a shorter period as explained in 7 FAM 1380.
- b. Additionally, passports issued at overseas posts for emergency travel are valid for no more than one year. Applicants pay all the required fees. These limited passports may be replaced with full validity passports without charge if application is made **within one year** from the date of original passport issuance. See 7 FAM 1360 Overseas Passport Issuance.
- c. To request a free replacement full validity passport, applicants **must** provide **all** of the following:
 - (1) Form DS-5504 Passport Re-Application Form;
 - (2) The limited passport;
 - (3) 2 new passport photos (See *7 FAM 1300 Appendix E*); and
 - (4) Acceptable evidence to overcome the limitation (if applicable).
- d. The replacement passport issued without additional charge will have a new number, issue and expiration dates. The replacement passport also will be valid for ten years for an adult, five years for a minor under age 16.
- e. Limited passport holders **who do not apply for a replacement passport within one year** of the issuance of their limited passport **must** apply for a new passport using the Form DS-11 Application for U.S. Passport of Registration, or Form DS-82 Application for Passport by Mail,”

as appropriate, and pay all required fees.

7 FAM 1350 APPENDIX F TIME-LIMITED PASSPORTS THAT MAY NOT BE REPLACED WITHOUT CHARGE

(CT:CON-206; 11-09-2007)

- a. Limited passports issued under the following circumstances **will not** be replaced for full validity passports at no charge:
 - (1) Casualty/crisis evacuation situations;
 - (2) Victims of serious crime cases (see 7 FAM 1900);
 - (3) Repatriation or Emergency Medical and Dietary Assistance (EMDA) loan cases (See 7 FAM 300);
 - (4) Parents with outstanding child support obligations certified by U.S. Department of Health and Human Services (HHS) (See 7 FAM 1380);
 - (5) Prisoner transfer;
 - (6) Extradition, deportation, law enforcement voluntary return of fugitives (See 7 FAM 1600); or
 - (7) Passport revocation cases (See 7 FAM 1380).
- b. These passports are issued to assist applicants to return to the United States as soon as possible. Applicants **do not** pay any fees for these passports.
- c. Applicants who receive these types of limited passports **must** apply for a new passport using the Form DS-11 Application for a U.S. Passport of Registration, or Form DS-82 Application for Passport by Mail, as appropriate, and pay all required fees.
- d. **Endorsement Code 54 will no longer be used.** Two new endorsement codes, 105 and 106, will now be used. (See *7 FAM 1300 Appendix B.*)
- e. Endorsement 105 **must** be used for **all** routine repatriation cases, child support arrearage cases, prisoner transfer cases, extradition/deportation/voluntary return cases or passport revocation cases. (See *7 FAM 1300 Appendix B.*)

Endorsement 105 reads as follows:

“THIS PASSPORT IS VALID ONLY FOR RETURN TO THE UNITED STATES BEFORE (month day, year). IT CANNOT BE EXTENDED.”

- f. Endorsement 106 **must** be used for **all** casualty/crisis evacuation situations and victims of serious crime cases.

Endorsement 106 reads as follows:

"THIS PASSPORT WAS ISSUED UNDER 22 CFR 71.6 AND IS VALID ONLY FOR RETURN TO THE UNITED STATES BEFORE (month day, year). IT CANNOT BE EXTENDED."

7 FAM 1360 APPENDIX F MULTIPLE LOST, STOLEN, DAMAGED, MUTILATED PASSPORTS

(CT:CON-206; 11-09-2007)

- a. *7 FAM 1370 provides guidance.*
- b. Applicants who were issued passports limited with Endorsement 91 since they have **3** or more valid lost, stolen, damaged or mutilated passports (within the period of validity) **will not** be eligible for free replacement full validity passports. An applicant who receives a passport limited for these reasons must apply for a new full validity passport using Form DS-11 Application for a U.S. Passport of Registration and pay all required fees.
- c. The fraud prevention manager at the receiving passport agency or post must review the application for an applicant with a history of multiple lost, stolen, damaged or mutilated passports prior to the issuance of a full validity passport, clear all names of the individual, see *7 FAM 1330*, and assess for possible fraud. If fraud is suspected, passport agencies and center fraud prevention managers should follow standard operating procedures. Posts should consult with CA/OCS/ACS, which will confer with CA/FPP as appropriate. See FPP Intranet page.
- d. *7 FAM 1360 and 7 FAM 1380 provide additional guidance.*

7 FAM 1370 APPENDIX F SECOND FEE PASSPORTS

(CT:CON-206; 11-09-2007)

- a. You may authorize issuance of a second fee passport in certain limited situations. *7 FAM 1300 Appendix R provides additional information.* Circumstances include, but are not limited to when:
- (1) A foreign country denies a visa or entry to the bearer because the passport contains markings or visas showing travel to certain other countries;

- (2) A passport is needed for immediate travel but the existing valid passport is or will be unavailable due to prolonged visa processing delays; or
 - (3) A passport is temporarily unavailable (for example, locked in a safety deposit box, packed in household goods, or lost or misplaced in the process of obtaining a visa).
- b. Second fee passports are limited to two-years in validity, and **may not** be extended.
- c. Applicants wishing to apply for a second fee passport **must provide**:
- (1) A Form DS-11 Application for a U.S. Passport of Registration or Form DS-82 Application for Passport by Mail, (as appropriate);
 - (2) A statement as to why a second fee passport is needed; and
 - (3) All applicable fees.

7 FAM 1380 APPENDIX F REWRITES, REISSUES, REFILES

7 Fam 1381 APPENDIX F rewrites

(CT:CON-206; 11-09-2007)

- a. A rewrite is a passport issued to correct a data error. There is **no** fee for the correction of a data error. The domestic passport expedite fee **will not** be required for rewrite cases. An appointment **will not** be required if the applicant needing a rewrite chooses to make a personal appearance at a passport agency.
- b. If the agency or post still has the original passport application, then you **must**:
 - (1) Spoil the passport with the incorrect data. Record the spoilage in TDIS/ACS;

Rewrites For Passports With Visas:

- Follow guidance in this section
- Cancel the original passport and return the cancelled passports with the valid visas to the applicant
- The applicant may wish to consider obtaining new visas in the valid passport

- (2) Print "REWRITE" in red ink above or below the barcode label to clearly indicate that the application is a rewrite;

- (3) Verify the correct data information by reviewing the original application or recording any submitted evidence; and
- (4) Issue a new book using the same application number. The passport will have a new issue and expiration date.

Note: Only passport agencies are able to scan passport applications on-site for Passport Record Imaging System Management (PRISM).

Posts must forward their applications to Passport Services' Records Division for PRISM scanning. Please be vigilant about sending passport applications to Washington on a regular schedule (no later than 30 days after issuance) so that they may be scanned into PRISM promptly. The address to send the forms by unclassified pouch is: Department of State, Passport Services, Records Services Division, 1111 19th Street N.W., Suite 560, Washington, DC 20036

- c. If the data correction request is made **no later than one year** from the issuance of the passport, and the passport agency or post **does not** have the original application available, an applicant may request a replacement to correct the data in the passport. Passports replaced within one year of the issue date of the original passport will have new issue/expiration dates.
 - (1) All of the following items **must** be provided:
 - (a) Form DS-5504 Passport Re-Application Form;
 - (b) The passport containing the data error;
 - (c) 2 passport photographs; and
 - (d) Acceptable evidence showing the correct data. See 7 FAM 1320 and *7 FAM 1100*.

Note: You may be able to verify the correct data in Passport Information Electronic Records System (PIERS), if the applicant does not provide acceptable evidence showing the correct data.

- (2) Applicants who notice a data error **one year or later** after the issuance of the passport may also request a replacement. The applicant **must** provide the following items:
 - (a) Form DS-5504 Passport Re-Application Form;
 - (b) The passport containing the data error;
 - (c) 2 passport photographs; and
 - (d) Acceptable evidence showing the correct data.

Note: You may be able to verify the correct data in PIERS, if the applicant

does not provide acceptable evidence showing the correct data.

- (3) Because the data error was discovered later than one year from the original passport issuance, you **must use endorsement code 03** when processing these types of cases.

Endorsement code 03 reads as follows:

THIS PASSPORT REPLACES (Regular/Official/Diplomatic) PASSPORT NUMBER (number) ISSUED ON (month day, year). IT IS VALID UNTIL (month day, year)."

- (4) The applicant's new passport **must** contain the original expiration date from the passport that contained the data error, but will reflect the new issuance date.

7 FAM 1382 Appendix F Reissues

(CT:CON-206; 11-09-2007)

- a. A reissue is a second passport that is issued when a passport was mailed to an applicant **within the last six months** but not received by the applicant.
- b. There is **no** fee charged the applicant if a reissue is necessary. The domestic passport agency expedite fee **will not** be required in reissue cases. An appointment **will not** be required if the applicant needing a reissue chooses to make a personal appearance at a passport agency or a post abroad.
- c. A reissued passport has a different number, issue and expiration date from the original passport.
- d. In **all** reissue cases, the applicant **must** provide a statement of non-receipt of the original passport. (See Form DS-86 Statement of Non-Receipt of Passport). Applicants may also submit a sworn statement reflecting that the signatory "declares under penalty of perjury, ..." This statement may be faxed to the agency/center/post by the applicant. The Form DS-86 or statement should become part of the passport applicant supporting documentation. Enter information regarding the missing passport into the Consular Lost and Stolen Passport (CLASP) database.
- e. If the agency or post **still has the original passport application**, you must do the following:
 - (1) DOMESTIC PASSPORT AGENCIES AND CENTERS:
 - (a) Make 2 color copies of the original application;
 - (b) Replace the original application in the batch box with one of the color copies for scanning into PRISM;

- (c) Cover the PRISM accession number on the original application with a white label;
 - (d) Attach the other copy to the original passport application (now the reissue application) as a record of the first issuance;
 - (e) Cover enough of the barcode on this copy so that only the number is visible (this prevents the scanner from mistakenly reading the original passport number);
 - (f) The passport number and date of issue of the original passport also must be noted legibly on the application;
 - (g) The original barcode must be completely covered with a new barcode label; and
 - (h) Print "REISSUE" above or below the barcode to clearly indicate that the application is a reissue.
- (2) **U.S. EMBASSIES AND CONSULATES:** (*See 7 FAM 1360.*)
- f. If the **original passport application is unavailable**, but a **PIERS record is retrievable**, a color copy of the record may be used to process the reissue. The applicant must provide 2 new photographs. Follow the same procedures listed for reissues using an application that already has been scanned into PRISM.
 - g. If the original application and PIERS record are both unretrievable, the applicant must provide all of the following:
 - (1) A new, executed Form DS-11 Application for a U.S. Passport of Registration;
 - (2) A statement of non-receipt of the original passport Form DS-86 or sworn statement under penalty of perjury;
 - (3) 2 new photographs; and
 - (4) Citizenship evidence. (*See 7 FAM 1100.*)
 - h. Print and attach a copy of the Travel Document Issuance System Photo-digitized (*TDIS*) screen inquiry results or *ACS system* screen inquiry results showing that the original passport was issued. Adjudicate and process and mail the reissue application as if it were an original application, except that no fees are to be collected.
 - i. After processing the reissue, forward a copy of the reissue application to the fraud prevention manager for comparison when the located original application or electronic image becomes available. Follow standard operating anti-fraud procedures. (See CA/FPP (Fraud Prevention Programs) FPP Intranet page.)

7 FAM 1383 APPENDIX F Refiles

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- a. A refile passport is issued when we have no record of receiving the original application and there is no record of passport issuance, but the applicant has evidence of execution of the application at a domestic passport acceptance facility, such as receipt or passport acceptance agency has a copy of receipt. The applicant **must** provide **all** of the following:
 - (1) A new, executed Form DS-11 Application for a U.S. Passport;
 - (2) Provide a statement of non-receipt of a passport describing the circumstances/particulars;
 - (3) Acceptable evidence of citizenship and identity;
 - (4) 2 new photographs; and
 - (5) All applicable fees, **unless** a receipt or proof of prior payment to Passport Services is provided.
- b. You **must** write in TDIS/*ACS* text field for the application that the passport being issued is a "REFILE" **and** that the original application, if found, **must** be abandoned.
- c. Passports issued on a refiled application are **not** limited in validity, unless for another reason, such as insufficient citizenship evidence. If the original application is received, and the applicant paid a second application fee, you **must** take appropriate refund action.

7 FAM 1390 APPENDIX F EXTENDING THE VALIDITY OF A PASSPORT IN EXTRAORDINARY CIRCUMSTANCES

(CT:CON-206; 11-09-2007)

- a. There may be **very rare, extraordinary** situations in which it may be impossible or inadvisable to issue an applicant a new passport. Such cases may occur because of a crisis situation, or when the inability to extend an expired passport would have national security or foreign policy ramifications. In such extraordinary situations, and for the convenience of the U.S. Government, generally **the validity period of an expired passport may be extended, at the discretion of the Department (CA senior management)**. During a crisis, Department (CA) authorization may be provided to posts abroad by telephone. Use Endorsement Code 107. (See *7 FAM 1300 Appendix B.*)

Endorsement Code 107:

“THIS PASSPORT WAS AMENDED UNDER 22 CFR 51.32 AND WILL EXPIRE ON (mon day, year). IT CANNOT BE EXTENDED.”

- b. In most of these cases, the extended validity period will be limited to the minimum length of time needed for the bearer to return to the United States.