

### **Explanation of Changes to Approved Collection**

Application for U.S. Passport: Name Change, Data Correction, and Limited Passport Book Replacement (Currently titled *U.S. Passport Re-Application Form*)

OMB No. 1405-0160, Form DS-5504

Expires 08/31/2008

Form DS-5504, currently titled U.S. Passport Re-Application form, is used by eligible U.S. citizens and non-citizen nationals who are correcting data or changing the name on a recently issued passport, or requesting a full validity passport to replace one issued with a validity period of one year or less. The requested changes reflect significant reformatting for more efficient processing and extend the use of the DS-5504 to citizens and non-citizen nationals who are changing a name or correcting data printed on a recently issued passport card. The revised DS-5504, re-titled Application for a U.S. Passport: Name Change, Data Correction, and Limited Passport Book Replacement, makes available the option of changing or correcting information printed on a recently issued traditional passport book, passport card, or both, using a single application form. Since passport cards will not be issued with limited validity, applicants will not use form DS-5504 for the purpose of replacing a limited passport card. The changes to the application form are necessary to reflect rule changes that are currently under OMB review. [RIN-1400-AC22 (card format passport)] The title was changed so that it was more specific to the use of this application form.

As early as January 1, 2008, all adult U.S. citizens and nationals will be required to show a passport or similar acceptable document to re-enter the United States at all land and sea ports of entry. This is the final implementation phase of the Western Hemisphere Travel Initiative (WHTI), the first phase of which required that all travelers present a passport to re-enter the United States at air ports of entry as of January 23, 2007. The passport card is a wallet-sized version of a U.S. passport which will be accepted for international travel at land and sea ports of entry between the United States, Canada, Mexico, the Caribbean and Bermuda. The passport card was developed to provide a more convenient and less expensive document for use by the millions U.S. citizens living in border towns, crossing the border to Canada and Mexico on a daily basis.

The Department is currently in the procurement process for the passport card and intends to begin issuing the documents as soon as large scale production of the document is possible. The planned date for acceptance of passport card applications is February 1, 2008. Following OMB approval of the changes to this collection, Passport Services anticipates 10 weeks for printing and distribution of the application forms. It is imperative that Passport Services have a supply of these revised forms available in the 18 passport issuance locations and over 9,000 application acceptance locations in advance of the February date. This is only possible if an approved draft is provided to the printer no later than November 30, 2007.

The changes to Form DS-5504 are primarily visual, but do include a box that an applicant may use to indicate whether a changed/corrected passport book, passport card, or both, is being requested. The time burden per application does not change. The DS-5504 solicits

the same information, since the information and supporting documentation required to issue a passport is the same, regardless of format. The applicant follows the same submission process, regardless of which document is selected. The adjudication process is the same for Passport Services. The only difference is the end product – either a passport book, a passport card, or both, will be printed. The total annual time burden has been adjusted due to the significant increase in passport demand following the implementation of the WHTI. There is currently no accurate count of expected number of new passport applications due to this WHTI initiative, but a very rough estimate is that 100,000 applications for passports will be submitted annually using form DS-5504. This would cause an increase of 25,000 hours from the current OMB totals. Final projections based on the Department's recent Passport Demand Survey are currently being calculated, which will more accurately estimate future passport application requests.

There is no fee associated with the use of Form DS-5504 unless expedited service is requested. The increased cost burden of \$1,252,000 is a reflection of the increased number of respondents, an estimated 22% of which will request expedited service.