



**APPLICATION FOR U.S. PASSPORT
NAME CHANGE, DATA CORRECTION, AND LIMITED PASSPORT BOOK REPLACEMENT**

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET
FOR YOUR RECORDS.

Date of Application:

FOR INFORMATION, QUESTIONS, AND INQUIRIES: Please visit our website at 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 email at **NPIC@state.gov**. Customer Service Representatives are available M-F 6AM-12 Midnight Eastern Time (excluding federal holidays). Automated information is available 24/7.

U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR INTERNATIONAL TRAVEL BY LAND OR SEA BETWEEN THE UNITED STATES, CANADA, THE CARIBBEAN AND BERMUDA. IT IS NOT GLOBALLY INTEROPERABLE AND IS NOT VALID FOR TRAVEL BY AIR TO OR FROM ANY FOREIGN DESTINATION.

CAN I USE THIS FORM?

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

I have had a change in my name and my most recent U.S. passport book and/or U.S. passport card was issued less than one year ago; Yes No

OR

My identifying information in my most recent U.S. passport book and/or U.S. passport card was printed incorrectly; Yes No

OR

My most recent U.S. passport book was limited in validity and was issued less than one year ago. Yes No

**If you answered NO to ALL 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.

**See Instruction Page 2 for Detailed Information
on the Completion and Submission of this Form.**

INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.

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.

WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. 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 are subject to verification.

WHAT DO I SEND WITH THIS APPLICATION FORM?

- 1. YOUR MOST RECENT U.S. PASSPORT BOOK AND/OR PASSPORT CARD.**
- 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 book was limited in validity due to a lack of citizenship evidence or identity, please submit the necessary document as specified by Passport Services. Passports limited in validity due to multiple losses cannot be extended. 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 BOOK AND/OR PASSPORT CARD, ANY REQUIRED ADDITIONAL EVIDENCE, AND TWO RECENT COLOR PHOTOGRAPHS.**

ROUTINE SERVICE

MAIL THIS FORM TO:

National Passport Processing Center
Post Office Box 90107
Philadelphia, PA 19190-0107

EXPEDITED SERVICE (Additional Fee)

MAIL THIS FORM TO:

National Passport Processing Center
Post Office Box 90907
Philadelphia, PA 19190-0907

IS THERE A FEE ASSOCIATED WITH THIS FORM AND HOW WILL MY NEW PASSPORT BOOK AND/OR PASSPORT CARD BE MAILED BACK TO ME?

- There is no fee associated with the use of this form. Your re-issued U.S. passport book and/or passport card and any documentary evidence submitted to Passport Services will be returned to you by priority mail.
- **SPECIAL POSTAGE SERVICE:** If you desire that your completed passport be sent using a special postage service (overnight mail, special delivery, etc.) include the appropriate postage fee on the check.
- **FASTER PROCESSING:** For an additional fee, you may request expedited service. Please include this fee in your payment and submit the application to the appropriate address. **Please write "Expedite" on the outer envelope when mailing. TO ENSURE MINIMAL PROCESSING TIME for expedited applications, Passport Services recommends using overnight delivery when submitting the application AND including the appropriate postage fee for return overnight delivery for the completed passport.** Visit our website for updated fees and processing times. Expedited service is available only in the United States.

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 #8 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.

REMITTANCE 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 40 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/ISS/DIR) Washington, DC 20520.

IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a statement. Your statement must detail why the previous U.S. passport book or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or passport card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or passport card. Anyone using the passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

PROTECT YOURSELF AGAINST IDENTITY THEFT REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

For more information or to report your lost or stolen passport book or passport card by phone, call NPIC or visit our website at 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 has begun issuing a new type of passport book containing an embedded electronic chip and called an "Electronic Passport". The new passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the new passport book to carry a duplicate electronic copy of all information from the data page. The new passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides 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 book provides for faster clearance through some of the port-of-entry processes.

The new passport book does 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, which protects the data on the chip from unauthorized reading.

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



APPLICATION FOR A U.S. PASSPORT

NAME CHANGE, DATA CORRECTION, AND LIMITED PASSPORT BOOK REPLACEMENT

OMB APPROVAL NO. 1405-0160
EXPIRATION DATE: XX-XXXX
ESTIMATED BURDEN: 30 MIN

Attention: see WARNING on page two of instructions

Please select the document (or documents) which you are submitting:

U.S. Passport Book U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for detailed information.

R D O DP

End. # _____ Exp _____

1. Name Last

First & Middle

2. Date of Birth (mm/dd/yyyy)

3. Sex

M F

4. Place of Birth (City & State or City & Country as it is presently known)

5. Social Security Number

6. Mailing Address: Street/RFD # or P.O. Box

Apartment or unit #

City

State

Zip Code (Zip + 4 if known)

In Care Of or Country, if applicable

7. Contact Phone Number

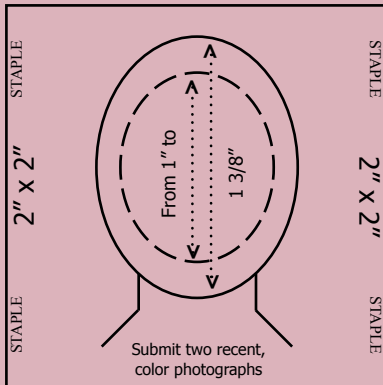
Home Cell
 Work

8. Email Address (Optional)

9. Have You Ever Used A Different Name (Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)

1.

2.



10. Current Passport Book or Passport Card Information

Your name as listed on your most recent passport book or passport card

Most recent passport book or passport card number

Issue date (mm/dd/yyyy)

Please record the information as it currently appears in the passport book and/or passport card - even if it is incorrect.

CONTINUE TO PAGE 2

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

I declare under penalty of perjury all of the following: 1)I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2)the statements made on the application are true and correct; 3)I have not knowingly and willfully made false statements or included false documents in support of this application; 4)the photograph submitted with this application is a genuine, current, photograph of me; and 5)I have read and understood the warning on page two of the instructions to the application form.

x _____
Applicant's Signature - age 16 and older

x _____
Parent's/Legal Guardian's Signature (if identifying minor)

Date

This section for issuing office only

- Name Change Evidence:
- Data Correction Evidence:
- Replacement Evidence:
- Other:
- Attached:



EF _____ Postage _____ Other _____



Name of Applicant (Last, First & Middle) Date of Birth (mm/dd/yyyy)

11. Height 12. Hair Color 13. Eye Color 14. Occupation 15. Employer

16. Additional Contact Phone Numbers

Home Cell Work _____ Home Cell Work _____

17. Permanent Address: Street/RFD # (No P.O. Box) Apartment or unit #

City State Zip Code

18. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name Address: Street/RFD # or P.O. Box Apartment or unit #

City State Zip Code Phone Number Relationship

19. Travel Plans

Date of Trip (mm/dd/yyyy) Length of Trip Countries to be visited

Please complete the following questions regarding your current passport book and / or passport card

Since your passport book or passport card was issued has your name changed by marriage or court order? **Current Name** Last

Yes No

If yes, please complete this section with your current information.

First Middle

Please Note: To complete a name change, the travel document(s) which you are submitting must be less than one year old.

Please submit the following documents: Evidence of your name change (such as a marriage certificate or court order), your current passport book and/or passport card, and this completed form to the address listed on page two of the instructions.

Was your identifying information printed incorrectly in your passport book or passport card? **Name** Last

Yes No

If yes, please complete the information as it should appear, and **check only the box(es) next to the field(s) to be corrected.**

First Middle

Date of Birth (mm/dd/yyyy) Sex Male Female Place of Birth (State or Country)

Please submit the following documents: Evidence of your correct identifying information (such as a marriage certificate or birth certificate), your current passport book and/or passport card, and this completed form to the address listed on page two of the instructions.

Was your most recent passport book limited for one year or less? **Please Note: To complete a limited passport book replacement, the passport book which you are submitting must be less than one year old. Passport books limited in validity because of multiple losses cannot be extended.**

Yes No

Please be sure to enclose your passport book with this application.

If yes, please submit the following documents: Evidence of your United States citizenship and/or evidence of your identity, your current passport book, and this completed form to the address listed on page two of the instructions.

