

## 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

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

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

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

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

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

**HONOLULU PASSPORT AGENCY-M**  
Room C-106, New Federal Bldg.  
300 Ala Moana Blvd.  
P.O. Box 50185  
Honolulu, HI 96850

**NEW ORLEANS PASSPORT AGENCY-M**  
Room T-12005, Postal Services Bldg.  
701 Loyola Avenue  
New Orleans, LA 70113-1931

**SEATTLE PASSPORT AGENCY-M**  
Room 992, Federal Bldg.  
915 Second Avenue  
Seattle, WA 98174-1091

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

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

**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.