

Obtain Copies of Passport Records

Passport Services maintains United States passport records from 1925 to the present. Passport records may consist of applications submitted for the issuance of a passport or other records such as a Consular Report of Birth, a Certificate of Witness to Marriage, a Certificate of Loss of Nationality, or a Consular Report of Death. These records are protected by the Privacy Act of 1974, 5 U.S.C. § 552a. Passport records do not include evidence of travel such as entrance/exit stamps, visas, residence permits, etc.

Obtaining Passport Records for Issuances 1925 to Present

A. Seeking a copy of (A) your passport records; (B) the passport records of your minor child or an incompetent person as to whom you are a legal guardian; or (C) the passport records of someone for whom you have their specific written authorization. This is considered a Privacy Act request.

Passport Services maintains United States passport records for passports issued from 1925 to the present. These records normally consist of applications for United States passports and supporting evidence of United States citizenship, and they are protected by the Privacy Act of 1974, as amended, 5 U.S.C. § 552a. Passport records do not include evidence of travel such as entrance/exit stamps, visas, residence permits, etc., since this information is entered into the passport book after it is issued.

The Privacy Act allows you to obtain copies of records in your own name and the name(s) of your minor children or an incompetent person for whom you are authorized to act as a guardian, as well as records in the name of any person who has properly authorized you to obtain them. To request these records, please submit a typed or clearly printed request that provides:

1. The full name at birth and any subsequent name changes of the individual whose records you are requesting, and if you are requesting records for your children or using an authorization, provide your full name as well.
2. Evidence of legal authorization if you are requesting records about anyone other than yourself, evidence of the parental relationship if you are requesting records about your minor child(ren), and evidence of the guardian relationship if you are requesting records about someone as to whom you are a legal guardian;
3. The date and place of birth of the individual whose records you are requesting;
4. Your current mailing address;
5. Your current daytime telephone number;
6. Your current e-mail address, if available;
7. The date or estimated date the passport(s) was issued;

8. The passport number of the person whose records you are seeking, if known, and any other information that will help us locate the records; and
9. A clear copy of both sides of your valid Government-issued photo identification (e.g., a driver's license).

The request must be signed and notarized or made under penalty of perjury pursuant to U.S.C. § 1746. If you are making the request on behalf of another as an authorized representative, you may use DS-4240, the Department's Certification of Identity form, to provide proof of authorization.

There are no fees to request a regular copy of your passport records, those of your minor children or an incompetent person for whom you act as a guardian, or as an authorized representative for another individual U.S. citizen. If you wish to obtain certified copies of these records, **the certification fee is \$50.00.** Checks or money orders should be made payable to "Department of State" and mailed with the request above to the address below. If you would like a certified copy of a passport record, send requests for your passport records directly to Passport's Office of Legal Affairs and Law Enforcement Liaison, Law Enforcement Liaison Division, at the address below:

U.S. Department of State
Office of Law Enforcement Liaison
44132 Mercure Cir
P.O. Box 1227
Sterling, VA 20166

B. Seeking a copy of someone else's passport records without an authorization from that individual. This is considered a third-party or FOIA request.

All requests for passport records of a third party, other than individuals described in Part A, will be processed under the Freedom of Information Act (FOIA). These records may be requested by mail at:

U.S. Department of State
Office of Law Enforcement Liaison
44132 Mercure Cir
P.O. Box 1227
Sterling, VA 20166



United States Department of State
Washington, D.C. 20520

REQUEST FOR PASSPORT RECORDS

DATE: _____

Request Copy of Certificate of Loss of Nationality (DS-4083) – (Fee: \$50.00 for Certified copy)

FULL NAME AT BIRTH: _____

OTHER NAMES USED: _____

DATE OF BIRTH (mm/dd/yyyy): _____ COUNTRY OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____

LAST ISSUED PASSPORT INFORMATION

NAME OF BEARER: _____

DATE OF ISSUANCE: _____ PASSPORT NUMBER: _____

IF YOU POSSESS A COPY OF YOUR PASSPORT(S), PLEASE ENCLOSE A COPY TO AID IN OUR FILE SEARCH

RENUNCIATION INFORMATION

EMBASSY/CONSULATE THE OATH OF RENUNCIATION/EXPATRIATION TOOK PLACE:

DATE OF RENUNCIATION/EXPATRIATION: _____

CONFEDERATION OF SWITZERLAND }
CANTON AND CITY OF BERN } S.S.
EMBASSY OF THE UNITED STATES }
OF AMERICA }

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

NOTARIZED SIGNATURE: _____ DATE _____
(SUBJECT, PARENT, OR GUARDIAN)

Subscribed and sworn to before me on this _____ day of _____, 20__

In witness hereof, I hereunto set my hand and official seal.
