

OBTAINING COPIES OF PASSPORT RECORDS

I. Requesting Your Own Record

- a. Passport Services maintains United States passport records for passports. These records normally consist of applications for United States passports and supporting evidence of United States citizenship. 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.
- b. You may to obtain copies of records in your own name and the records of your minor children. To request these records, please submit a typed or clearly printed notarized request that provides:
 1. Your full name at birth and any subsequent name changes and/or the full name of your minor child or children, if you are requesting their records;
 2. Your date and place of birth and/or those of your minor child or children;
 3. Your current mailing address;
 4. Your current daytime telephone number;
 5. Your current e-mail address, if available;
 6. Your reason for the request;
 7. The dates or estimated dates your passports were issued;
 8. Your passport numbers or any other information that will help us locate your records;
 9. A copy of requestor's valid Federal or State issued photo identification (driver's license)
- c. There is a no fee to search for your passport record if you are not requesting a certified copy.

II. Certified Passport Records

- a. Certified copies of passport records may be requested. If you would like a certified copy of a passport record, the certification fee is \$50.00. Checks or money orders should be made payable to "Department of State."

III. Third-Party Requests

- a. Third party requests must include one of the following:
 1. Notarized consent from the owner of the passport records,
 2. Proof of guardianship,
 3. Death certificate, or
 4. Court order signed by a judge of competent jurisdiction requesting the Department of State to release passport records.
- b. Your third party request does not have to be notarized but should include the information described in the section above that covers requesting your own record and a \$150.00 search fee for each individual for whom a record search is requested. Checks or money orders should be made payable to "Department of State."

IV. Mailing Address

- a. All requests for passport records should be mailed to:

Department of State, Office of Legal Affairs
Law Enforcement Liaison Division
1111 19th Street, N.W. – Rm. 500
Washington, DC 20036
Contact: (202-955-0447)

- V. See http://www.travel.state.gov/passport/passport_1738.html for additional information relating to passports. If you have questions, contact the Fort Bliss Legal Assistance Office at (915) 568-7141/7150 for an appointment to speak with an attorney.