



**United States Department of State**  
**Philadelphia Passport Agency**  
200 Chestnut Street, Room 103  
Philadelphia, PA 19106-2970  
1-877-487-2778

September 19, 2008



Dear Mr. [REDACTED]

Thank you for your recent passport application.

It appears from the facts of your birth and the documents you submitted that you are a United States citizen and entitled to a United States passport. In accordance with the Fourteenth Amendment of the Constitution of the United States, all persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States. As supreme law of our land, it cannot be waived by unilateral declaration except as otherwise provided by law.

The statutes governing the issuance of United States passports require that a passport be issued only after the applicant has completed an application and subscribed to it in a manner provided by regulations. Therefore, you cannot be issued a passport unless you submit the proper application. Upon receipt of the appropriate passport application, a United States passport will be issued stating that you are a U.S. citizen.

Your evidence of U.S. citizenship has been retained by our office, but one photograph is being returned to you.

To submit your application please:

- Complete the enclosed passport application (Form DS-11). Do not sign it until instructed by the passport acceptance agent. Please see the application for complete instructions.
- Personally take your (1) new application, (2) identification, (3) the photograph, and (4) this letter *to the acceptance facility where you originally applied.*
- The application must be properly executed and forwarded to us. No additional execution fee will be charged if you return to the same acceptance facility where you initially filed your application. However, if you apply at a different acceptance facility, a \$25 execution fee must be paid directly to that acceptance facility.

**In addition, we need your help in providing additional documentation to further establish your identity.**

Unfortunately, the identification you provided is not sufficient for passport purposes.

Please complete, sign and date the enclosed supplemental sheet and submit it together with **photocopies** of at least five (5) personal documents to help confirm your identity (see enclosed list of examples). Please submit identification showing either name/photo (with issue date) or name/ signature (with issue date).

If we do not receive the requested information within ninety (90) days or the information you submit is insufficient to establish your entitlement to a U.S. passport in accordance with the relevant provisions of Part 51 of Title 22 of the Code of Federal Regulations, your application will be denied and your evidence returned to you. Any special return postage will be returned or refunded.

Sincerely,

Orlando L. Rivera  
Regional Director

If you have any questions regarding this letter or your passport application, contact the National Passport Information Center (NPIC), toll-free, at 1-877-487-2778 (TTY/TDD: 1-888-874-7793). For general passport information, or to check the status of your passport application, please visit us on-line at [travel.state.gov](http://travel.state.gov).

Enclosure(s):  
DS-11, Application for Passport  
Supplemental Identification List  
Supplemental Information Sheet

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For Acceptance Agents Only

- Accept completed DS-11, identification, and *one* photo from the above-mentioned customer. (He/she is returning to your office because an execution error was made when the application was initially filed at your office.)
- Execute the application.
- Please do not collect the \$25 execution fee.
- Attach this letter to the application.
- Send the executed application and appropriate passport fees to the Passport address indicated on this letter.

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**United States Department of State  
Bureau of Consular Affairs  
Passport Services**

**Personal Identification List**

In order to help establish your identity for passport purposes, please submit **photocopies** of a **combination of personal documents and public records that have been issued over a period of time**. Documents that include your photograph, signature and/or physical description are particularly helpful. The following items have been helpful in the past with other passport applications. However, you may submit any other document in your possession that has a **date with name/signature or name/photo** for consideration.

**RECORDS WITH PHOTOGRAPH (VALID or EXPIRED)**

- Driver's license
- School yearbook photograph with your name and photo, also with school's name and year that it was issued
- U.S. Passports
- Newspaper/Magazine articles (with your photo & name, news paper's name & date)

**RECORDS WITH EITHER PHOTOGRAPH OR SIGNATURE (must have a date)**

- Employment identification card
- Professional license (ex. nurse, pilot, mechanic, etc)
- Federal, State or Municipal identification card
- Military identification
- Student identification card

**SIGNED IDENTIFICATION ITEMS (Should have your legal signature and date)**

- Military records such as DD-214
- Selective Service registration card
- Union membership (bearing name/signature or name/photo and issuance date)
- Medicare/health insurance card
- Welfare card
- Marriage certificates
- Medical records
- Voter's registration card
- Children's birth certificates
- Social Security card
- Traffic ticket

**If you were raised abroad you may also submit\*:**

- Original foreign school records with name, photo and date
- Original foreign passports
- Copy of foreign driver's license (valid or expired)
- Foreign government issued identification, such as voter's registration cards or national identification cards.

\*If in a language other than English, please provide an official translation.

IN-709-01  
(August 2006)

## SUPPLEMENTAL WORKSHEET

To better assist us in the processing of your recent application for a United States passport, please complete this form in its entirety and return it to this office for processing. If additional space is needed in any section of this form, please use a blank piece of paper as a continuation sheet. Failure to complete this form in detail may further delay the processing of your application for a United States passport.

Para asistimos en el proceso de su solicitud mas reciente para un pasaporte de los Estados Unidos, por favor de llenar por completo este formulario y regréselo a esta oficina. Si necesita mas espacio en cualquier sección de este formulario, puede escribir la información en otra hoja aparte y añadirla a este formulario. El no llenar por completo este formulario puede demorar aun más la aprobación de su solicitud para un pasaporte de los Estados Unidos.

**Your Full Name**

**Su Nombre Completo:** \_\_\_\_\_

**Your Date of Birth:**

**Su Fecha de Nacimiento:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month/Mes) (Day/Día) (Year/Año)

**Your Social Security Number:**

**Su Número de Seguro Social:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Your Place of Birth:**

**Lugar de Nacimiento:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(City/Ciudad) (State/Estado) (Country/País)

**Your Current Home Address/Su Dirección:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Street/Calle) (City/Ciudad) (State/Estado) (Zip Code/Código Postal)

**Your Contact Telephone Numbers/Números de Teléfono**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Home Phone/Casa) (Work Phone/Trabajo) (Cell Phone /Celular)

**When did you leave the United States?**

**Cuando salió de los Estados Unidos?** \_\_\_\_\_ / \_\_\_\_\_  
(Month/Mes) (Year/Año)

**When did you return to the United States?**

**Cuando regresó a los Estados Unidos?** \_\_\_\_\_ / \_\_\_\_\_  
(Month/Mes) (Year/Año)

**Where and when were you baptized?**

**Dónde y cuándo fue bautizado?** \_\_\_\_\_ / \_\_\_\_\_  
(Month/Mes) (Year/Año)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Name of church/Nombre de la iglesia) (City/Ciudad) (State/Estado) (Country/País)

**Residences/Domicilios:**

Please list all of your former residences *inside and outside* of the United States. If additional space is needed, please use a blank sheet of paper as a continuation sheet. It is extremely important that you list *all* of your former residences inside and outside of the United States.

Favor de incluir una lista de domicilios donde ha vivido, dentro y fuera de los Estados Unidos. Si necesita más espacio, use otra hoja de papel. Es extremadamente importante que incluya todos los domicilios donde ha vivido dentro y fuera de los Estados Unidos.

Street/ Calle	City/ Ciudad	State/ Estado	Zip Code/ Código Postal	Country/ País	Time of Residence/ Tiempo de Residencia
(Example) (Ejemplo) <i>123 Main St</i>	(Example) (Ejemplo) <i>Houston</i>	(Example) (Ejemplo) <i>Texas</i>	(Example) (Ejemplo) <i>39408</i>	(Example) (Ejemplo) <i>USA</i>	(Example) (Ejemplo) <i>March 1990 To June 2002</i>

**Please use a blank piece of paper as a continuation sheet, if additional space is needed.  
Favor de usar otra página si necesita más espacio.**

**Employment/Empleo:**

Please list all of your current and former places of employment. If additional space is needed, please use a blank sheet of paper as a continuation sheet.

Favor de incluir una lista de lugares de empleo. Incluya su empleo actual y pasado. Si necesita más espacio, añada otra hoja al formulario.

Name of Employer/ Nombre del Empleador	Address of thisEmployer/ Dirección	City located Ciudad	State Located Estado	Country located País	Year(s) Employed Años Empleado	Name of Supervisor Nombre del Supervisor	Telephone Number Número de Teléfono
(Example) (Ejemplo) <i>ABC Industries</i>	(Example) (Ejemplo) <i>10001 Lone Star Drive</i>	(Example) (Ejemplo) <i>Houston</i>	(Example) (Ejemplo) <i>TX</i>	(Example) (Ejemplo) <i>USA</i>	(Example) (Ejemplo) <i>1999- 2001</i>	(Example) (Ejemplo) <i>Mr. Hall</i>	(Example) (Ejemplo) <i>316-555- 1212</i>

Please use a blank piece of paper as a continuation sheet, if additional space is needed.  
Favor de usar otra página si necesita más espacio.

**Family/Familia:**

<b>Relationship (Relación)</b>	<b>Full Name (Nombre Completo)</b>	<b>Place of Birth City &amp; State (Lugar de Nacimiento)</b>	<b>Date of Birth (Fecha de Nacimiento)</b>	<b>Is this family member a United States Citizen? Es esta persona ciudadano de los Estados Unidos?</b>
(Example) (Ejemplo) Brother/ Hermano	(Example) (Ejemplo) <i>John Q. Public</i>	(Example) (Ejemplo) <i>Albany New York</i>	(Example) (Ejemplo) <i>December 25, 1980</i>	(Example) (Ejemplo) YES
<b>Father/ Padre</b>				
<b>Mother/ Madre</b>				
<b>Spouse/ Espos(a)</b>				
<b>Ex-Spouse/ Ex-Espos(a)</b>				
<b>Brother/ Hermano</b>				
<b>Brother/ Hermano</b>				
<b>Sister/ Hermana</b>				
<b>Sister/ Hermana</b>				

Please use a blank piece of paper as a continuation sheet, if additional space is needed.  
Favor de usar otra página si necesita más espacio.

**Schools/Escuelas:**

Please complete the school data requested below. It is extremely important that you list all schools that you have attended *inside and outside* of the United States.

Favor de completar los datos escolares que se piden abajo. Es extremadamente importante que incluya los nombres de todas las escuelas a las que haya asistido, *dentro y fuera* de los Estados Unidos. Si necesita más espacio, use otra hoja de papel.

Name of School/ Nombre de Escuela	Address of this School/ Dirección	City/ Ciudad	State/ Estado	Country/ País	What Year(s) did you attend this school?/ En que año(s) asistió a ésta escuela?
(Example) (Ejemplo) <i>Sam Houston Elementary</i>	(Example) (Ejemplo) <i>800 West Elm St</i>	(Example) (Ejemplo) <i>Houston</i>	(Example) (Ejemplo) <i>Texas</i>	(Example) (Ejemplo) <i>USA</i>	(Example) (Ejemplo) <i>August 1990 To June 1994</i>

I declare under penalty of perjury that I am a United States citizen (or a non-citizen United States national) and have not, since acquiring United States citizenship (or United States nationality), performed any expatriating acts that have caused me to lose my U.S. citizenship (or nationality). I further declare that all responses contained in this document are true and correct, to the best of my knowledge.

Yo declaro bajo pena de perjurio que soy ciudadano (o un no-ciudadano nacional) de los Estados Unidos y que, desde que adquirí la ciudadanía (o nacionalidad) de los Estados Unidos, no he realizado ningún acto de expatriación que me haya hecho perder mi ciudadanía (o nacionalidad) de los Estados Unidos. Además declaro, que todas las respuestas contenidas en este documento son verdaderas y correctas, según mi conocimiento y entender.

\_\_\_\_\_  
Signature/Firma

\_\_\_\_\_  
Date/Fecha



<b>Name of Applicant (Last, First &amp; Middle)</b>	<b>Date of Birth (mm/dd/yyyy)</b>

<b>11. Height</b>	<b>12. Hair Color</b>	<b>13. Eye Color</b>	<b>14. Occupation</b>	<b>15. Employer</b>

**16. Additional Contact Phone Numbers**

<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> _____	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> _____
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**17. Permanent Address: Street/RFD # (No P.O. Box)** Apartment or unit #

<b>City</b>	<b>State</b>	<b>Zip Code</b>	

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

<b>Name</b>	<b>Address: Street/RFD # or P.O. Box.</b>	<b>Apartment or unit #</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
	<b>Phone Number</b>	<b>Relationship</b>

**19. Travel Plans**

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

**20. Have you ever been married?**  Yes  No *If yes, complete the remaining items in #20.*

<b>Current spouse's or most recent former spouse's name</b>	<b>Place of birth</b>	<b>Date of marriage (mm/dd/yyyy)</b>	<b>Widowed?</b> <input type="checkbox"/>	<b>Date (mm/dd/yyyy)</b>
			<b>Divorced?</b> <input type="checkbox"/>	

**21. Have you ever been issued a U.S. Passport Book?**  Yes  No *If yes, complete the remaining items in #21.*


<b>Your name as listed on your most recent passport book</b>	<b>Most recent passport book number</b>
<b>Status of your most recent passport book</b>	<b>Approximate date your most recent passport book was issued or date you applied (mm/dd/yyyy)</b>
<input type="checkbox"/> In My Possession <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> Other _____	

**22. Have you ever been issued a U.S. Passport Card?**  Yes  No *If yes, complete the remaining items in #22.*

<b>Your name as listed on your most recent passport card</b>	<b>Most recent passport card number</b>
<b>Status of your most recent passport card</b>	<b>Approximate date your most recent passport card was issued or date you applied (mm/dd/yyyy)</b>
<input type="checkbox"/> In My Possession <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> Other _____	

STOP! PLEASE DO NOT WRITE BELOW THIS LINE

<b>FOR ISSUING OFFICE ONLY</b>	<input type="checkbox"/> Sole Parent <input type="checkbox"/> Both
<b>Name as it appears on citizenship evidence</b> _____	
<input type="checkbox"/> Birth Certificate	SR CR City Filed/Issued:
<input type="checkbox"/> Report of Birth	240 545 1350 Filed/City:
<input type="checkbox"/> Naturalization / Citizenship Certificate	A# Date Acquired:
<input type="checkbox"/> Passport	Issue Date:
<input type="checkbox"/> Other:	
<input type="checkbox"/> Attached:	



DS 11 10 2007 2

## 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 51.50-56) 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 85 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 Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book and/or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or U.S. passport card will be placed into our Consular Lost/Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or U.S. passport card. Anyone using a 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 U.S. 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](http://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.

DOWNLOADED FROM:

*Family Guardian Website*

<http://famguardian.org>

Download our free book:

*The Great IRS Hoax: Why We Don't Owe Income Tax*