

THE CHILDREN'S PASSPORT ISSUANCE ALERT PROGRAM

The Children's Issuance Alert Program (CPIAP) is one of the Department of State's most important tools for preventing international child abduction. The program allows parents to register their **U.S. citizen children under the age of 18** in the Department's passport lookout system. If a passport application is submitted for a child who is registered under the CPIAP, the Department contacts and alerts the parent or parents. The passport lookout system gives all U.S. passport agencies as well as U.S. embassies and consulates abroad an alert on a child's name if a parent or guardian registers an objection to passport issuance for his or her child. This procedure provides parents with advance warning of possible plans for international travel with the child.

The Special Consular Services (SCS) unit at the U.S. Embassy in London is responsible for administering the CPIAP on behalf of the Department of State for cases originating in England and Wales. The SCS unit can be contacted at:

U.S. Embassy
Special Consular Services
Attn: Children's Passport Issuance Alert Program
24 Grosvenor Square
London W1A 2LQ

Phone: +44 (0)20-7499-9000

Fax: +44 (0)20-7495-5012

Who can request that a child's name be entered into CPIAP?

Usually a parent requests that the name(s) his/her child or children be entered into the program. Sometimes both parents will separately submit requests. Requests may also be submitted by law enforcement or a court, or someone acting on behalf of a parent, such as an attorney, a member of Congress, or another family member. All requests for entry of a child's name into the program must be in writing and signed.

It is not necessary for a parent to have any custodial rights to the child in order to request that the child's name be entered in CPIAP. So long as a parent has not had his/her rights terminated by a court of competent jurisdiction, he/she can request that the child's name be entered into CPIAP.

REMEMBER: Only the names of U.S. citizen children under the age of 18 can be entered into CPIAP.

Does entering a child's name into CPIAP always prevent a passport from being issued?

Entering a child's name into CPIAP does not guarantee that a child will not be issued a passport. The parent who requests entry of his/her child's name into the program may consent to issuance of the passport after receiving notification that an application has been made. It is also possible for a passport to be issued to a child under 16 without consent of both parents (or legal guardian[s]), if the applicant for the passport can establish that consent of both parents is not required under Federal law (22 CFR 51.28). A court order providing the applying parent or guardian with sole custody of the child, or a court order specifically authorizing the applying parent or guardian to travel with the child, for example, would allow the Department to issue a passport without the consent of the other parent or guardian. This is true even if the child's name has been entered into CPIAP.

If a passport application is executed on behalf of a child whose name has been entered into CPIAP, the parent who requested the alert will receive notification of the passport application and will generally have 30 days to consent or object to issuance of the passport, absent extraordinary circumstances. However, if the applying parent/guardian can demonstrate that he/she has sole authority to apply for a passport under U.S. law, the passport may still be issued at any time.

How do I enter my child's name into CPIAP?

To enter your child's name into CPIAP, you must submit three items to us:

1. Completed entry request form
2. Proof of your identity (passport or photo driver's license)
3. Birth certificate or documentation that shows your parentage/guardianship/relationship to the child

Fax or mail these three items to the **Special Consular Services unit** (contact information above).

A child's name is automatically removed from CPIAP when he/she reaches the age of 18. In the event a parent wants to remove a child's name from CPIAP prior to reaching age 18, the parent must submit a **photo ID** and a **notarized statement** requesting removal from the program. Only the parent or entity who requested entry of the child's name into the program can request removal of the child's name from the program.

IMPORTANT: It is very important that parents keep the Special Consular Services unit informed in writing of any changes to contact information and legal representation. Failure to notify our office of a current address may result in a passport issuance for your child without your consent.

What if my child already has a passport?

You may enter your child's name into CPIAP even if he/she already has a passport. This will allow the Department of State to notify you if it receives an application for renewal of the passport.

The Department of State may not revoke a passport that has already been issued to the child. There is also no way to track the use of a passport once it has been issued, since the United States does not have exit controls for people leaving the country. *If your child already has a passport, and you fear the other parent may abduct your child, ask the court or your attorneys to hold the passport and any other travel documents.*

What if my child has a passport of another country?

Many U.S. citizen children who fall victim to international parental abduction possess dual nationality. While the Department of State will make every effort to avoid issuing a U.S. passport without the consent of both parents, the Department cannot prevent other countries from issuing their passports to children who are also their nationals. *You can, however, ask a foreign embassy or consulate or the UK Passport Service not to issue a passport to your child.* Send the embassy, consulate, or UK Passport Service a written request, along with complete, certified copies of any court orders you have which address custody or the overseas travel of your child. In your letter, inform them that you are sending a copy of this request to the Department of State. If your child is only a U.S. citizen, you can request that no visa for that country be issued in his or her U.S. passport. Just keep in mind that no international law requires compliance with such requests, although some countries may comply voluntarily.

IMPORTANT: The U.S. government does not have exit controls at the border. The U.S. government does not check the names or the documents of travelers leaving the United States.