



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

**REQUEST FOR PASSPORT RECORDS**

DATE: \_\_\_\_\_

- Request Certified Copy of your or your minor child's Passport Records  
(Fee: \$50.00 for each additional copy)
- Request Copy of your or your minor child's Passport Records (free with notarized request)
- Request Copy of Passport Records - Third Party requests – (Fee: \$150.00 for search only;  
Certified Copy \$50.00 for each additional copy)
- Request for copies of DS-64 (Statement Regarding Lost or Stolen Passport) – Certified copy \$50.00
- Request for copies of Certificate of Lost of Nationality – Certified copy \$50.00
- Certificate of Witness to Marriage – Certified copy \$50.00

FULL NAME AT BIRTH: \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ COUNTRY OF BIRTH: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

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

**PASSPORT - FIRST ENTRY INTO THE UNITED STATES**

NAME OF BEARER: \_\_\_\_\_

DATE OF ISSUANCE: \_\_\_\_\_ PASSPORT NUMBER: \_\_\_\_\_

DATE OF INCLUSION (IF PASSPORT WAS NOT ISSUED TO THE SUBJECT): \_\_\_\_\_

**CURRENT PASSPORT INFORMATION**

NAME OF BEARER: \_\_\_\_\_

DATE OF ISSUANCE: \_\_\_\_\_ PASSPORT NUMBER: \_\_\_\_\_

**IF YOU WERE INCLUDED ON THE PASSPORT OF A PARENT OR SIBLING, PLEASE COMPLETE THE FOLLOWING.**

FATHER'S NAME: \_\_\_\_\_

DATE & PLACE (STATE/COUNTRY) OF BIRTH: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

DATE & PLACE (STATE/COUNTRY) OF BIRTH: \_\_\_\_\_

BROTHER/SISTER'S NAME: \_\_\_\_\_

DATE & PLACE (STATE/COUNTRY) OF BIRTH: \_\_\_\_\_

**NOTARIZED SIGNATURE:** \_\_\_\_\_

(SUBJECT, PARENT, OR GUARDIAN)

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

\_\_\_\_\_  
(DAYTIME)

E-MAIL ADDRESS: \_\_\_\_\_

**NOTE: YOUR REQUEST MUST BE PROPERLY NOTARIZED.** Please include a copy of your current photo identification i.e. driver's license, federal/state/local work identification or, federal/state/local government identification. **RETURN THIS FORM TO:** Department of State, Office of Legal Affairs, Law Enforcement Liaison Division, 1111 Nineteenth Street, N.W. – Suite 500, Washington, DC 20036. Check or Money Order must be signed, dated, and made payable to Department of State. **PLEASE DO NOT SEND CASH.**