

Obtain Copies of Passport Records

There are two options for obtaining copies of your passport records:

1. **Passport Records for Issuances 1925 – Present**

a. Requesting Your Own Record

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 are protected by the Privacy Act of 1974, (5 USC 552(a)). 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 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; and
9. A copy of requestor's valid Federal or State issued photo identification (driver's license)

There is a no fee to search for your passport record if you are not requesting a certified copy.

b. **Certified Passport Records**

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".

c. **Third-Party Requests**

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.

The only exception to this requirement is when the owner of the passport records was born 100 years or more ago. 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. You may be responsible for fees as set forth at:
foia.state.gov/Request/Fees.aspx.

d. Mailing Address

All requests for passport records issued from 1925 to present 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)

2. Passport Records for Issuances Prior to 1925

The National Archives and Records Administration maintain records for passport issuances prior to 1925. You may write to them at the following address:

National Archives and Records Administration
Archives 1
Reference Branch
8th & Pennsylvania Ave. NW
Washington, DC

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PASSPORT RECORDS REQUEST

1. FULL NAME AT BIRTH: _____

2. FULL NAME OF MINOR CHILD: _____

3. NAME CHANGES: _____

4. DATE OF BIRTH: _____

5. PLACE OF BIRTH: _____

6. MAILING ADDRESS (CURRENT) _____

7. DAYTIME PHONE NUMBER (CURRENT): _____

8. EMAIL ADDRESS: _____

9. REASON FOR REQUEST:

10. DATES OR ESTIMATED DATE PASSPORT WAS ISSUED: _____

11. PASSPORT NUMBERS OR ANY OTHER INFORMATION THAT WILL HELP US LOCATE YOUR RECORDS

12. COPY OF REQUESTOR'S VALID FEDERAL OR STATE ISSUED PHOTO IDENTIFICATION (DRIVER'S LICENSE)

X _____
SIGNATURE OF REQUESTOR

PRINT NAME OF REQUESTOR

ACKNOWLEDGMENT

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

---OPTIONAL INFORMATION---