



United States Department of State

National Passport Center

44132 Mercure Circle

PO Box 1108

Sterling, Virginia 20166-1108

August 11, 2017

[REDACTED]
[REDACTED]
[REDACTED]
RE: [REDACTED]

Dear Ms. Hurt:

Thank you for your recent passport request. The application was not accepted and executed by an authorized Passport Application Acceptance Agent, as required by law. We will process your request once our office receives a properly executed passport application. Your documents will be kept on file and returned with the newly issued passport.

To re-submit your application, please:

- Complete the enclosed passport application (Form DS-11, *Application for a U.S. Passport*). Do not sign it until instructed to do so by an authorized passport acceptance agent. Please read the form for complete instructions.
- Personally take your (1) application completed in black ink, (2) identification, (3) passport photograph, and (4) this letter to a Passport Application Acceptance Facility where an agent must accept, execute, and forward your application to us by traceable mail.
- Pay \$25 execution fee to the passport acceptance facility serving you.
- **If you submitted your initial application at the same authorized Passport Application Acceptance Facility, no additional \$25 execution fee will be charged.**

The payment you sent with your application has been processed by Passport Services.

ALSO, you will need to provide evidence of U.S citizenship. The evidence you submitted is not acceptable for passport purposes for the reason(s) stated below:

- Hospital birth certificates are not considered primary evidence of birth in accordance with Title 22 of the Code of Federal Regulations.

Please submit a certified birth certificate. For the birth certificate to be acceptable, it must:

- Be issued by the office of vital statistics of the state, county, or city where your birth occurred;
- Show your full name at birth;
- Indicate your date and place of birth;
- List the full names of your parent(s);
- Bear the embossed, impressed, multi-colored, or raised seal and signature of the issuing authority; and
- Indicate a registration or file date that is within one year of your birth.

For more information on obtaining birth records, you may visit the Center for Disease Control at <http://www.cdc.gov/nchs/w2w.htm>. Please contact the appropriate Vital Statistics Office of the state or area in which your birth occurred.

Note: Your original and certified U.S. citizenship document and a black and white photocopy of that document must be submitted. The photocopy (front and back, if there is printed information on both sides) must be on 8 ½ inch by 11 inch paper, legible, and clear. The photocopy will be retained for record keeping purposes.

IN ADDITION, we have reviewed the identification that was presented with your application.

Your Social Security Number was not provided on your passport application. Please provide your Social Security Number by clearly writing it in the spaces provided below.

_____ - _____ - _____

If you have never been issued a Social Security Number, please submit a signed statement under penalty of perjury to that effect or use the following:

To whom it may concern,

I _____ (*print full name*) declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration.

Executed on: _____
(DATE)

Signature: _____
(Sign using full name as indicated on the passport application)

To assist with processing your application, we must receive the requested information within **ninety (90) days of the date shown on this letter.** If the information is not received or is insufficient to establish your entitlement to a U.S. passport, your application may be denied and your citizenship evidence will be returned. By law, the passport execution and application fees are non-refundable.

If you have any questions please contact the National Passport Information Center: 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.

PLEASE RETURN A COPY OF THIS LETTER, ALONG WITH ALL REQUESTED INFORMATION TO A PASSPORT APPLICATION ACCEPTANCE FACILITY.

Sincerely,

Customer Service Department

For Acceptance Agents Only

- Accept and execute a completed Form DS-11, *Application for a U.S. Passport* in black ink and one photo from the above-mentioned customer. (Witness customer's signature for adults age 16 and over)
- Accept the \$25 execution fee (unless previously paid to your acceptance facility).
- Attach this letter to the application.
- Send the executed application by traceable mail to the passport agency/center address indicated in this letter.

Enclosure(s):

DS-11, Application for Passport

<https://eforms.state.gov/Forms/ds11.pdf>