

## How to get Passport Records

### Passport was issued after March 1925

A. The Privacy Act allows you to obtain copies of your records, your minor child, any person for whom you are a legal guardian, or any person who has authorized you to obtain them.

Please send your request to:

U.S. Department of State  
Office of Law Enforcement Liaison  
44132 Mercure Cir  
P.O. Box 1227  
Sterling, VA 20166

#### The written request must include:

1. Full name at birth and any name changes of the individual whose records you are requesting, and if you are requesting records for your children or using an authorization, provide your full name as well.
2. Evidence of legal authorization if you are requesting records about anyone other than yourself, evidence of the parental or guardian relationship if you are requesting records about your minor child(ren) or legal guardian;
3. Date and place of birth of the individual whose records you are requesting;
4. Your mailing address;
5. Your daytime telephone number;
6. Your e-mail address, if available;
7. Date or estimated date of passport issuance;
8. Passport number of the person whose records you are seeking, if known, and any other information that will help us locate the records; and
9. A clear copy of both sides of your valid government-issued photo identification such as a driver's license.

#### Additional Requirements for Your Request

- **Must be signed and notarized or made under penalty of perjury pursuant to 28 U.S.C. § 1746.**
- Use [DS-4240](#), the Department's Certification of Identity form, to provide proof of authorization if requesting records on someone else's behalf.
- Must be notarized or include a copy of your valid government-issued photo ID.

#### Processing Times to Receive Copies of Passport Records

- **12 to 16 weeks**

#### Fees

- There are no fees to request a regular copy of your passport records, those of your minor children or any person whom you act as a guardian, or as an authorized representative.
- **If you wish to obtain certified copies of these records, the certification fee is \$50.**
- If you plan to use these records in a country that is a party to the Hague Apostille Convention, you may obtain an apostilled copy for \$8.
- Checks or money orders should be made payable to "U.S. Department of State."