



United States Department of State

Western Passport Center
44132 Mercure Circle
PO Box 1178
Sterling, Virginia 20166-1178

July 23, 2024

[REDACTED]

Dear [REDACTED]

Thank you for your recent passport application. In order to continue processing your request, we need evidence of your U.S. citizenship.

- If you acquired citizenship through birth abroad to U.S. citizen parent(s), please submit **one** of the following, your:

- Certificate of Citizenship;
- Consular Report of Birth Abroad (FS-240 or FS-545);
- Certification of Birth issued by the U.S. Department of State (DS-1350); or
- U.S. passport on which you entered the United States.

- If none of these items are available, please submit all of the following documents:

- Your certified foreign birth certificate containing the name(s) of your parent(s). *If the document is not in English, please submit a certified translation of the certificate from an organization such as a foreign embassy/consulate or translation service. The translation must include the name, address, and telephone number of the organization or individual who translated the document;*
- Evidence of your parents' U.S. citizenship;
- Your parents' marriage certificate; and
- A notarized affidavit from your U.S. citizen parent(s) detailing all periods of time in the United States and abroad, including time served in the U.S. military. The affidavit must specify the dates and places of their physical presence from the time of their birth to the time of your birth.
- Public documents such as school, employment, or military records which support the requested affidavits and physical presence statements. These documents will be returned to you.

OR

- If you do not have proof of U.S. citizenship available and you have been previously issued a U.S. passport or Consular Report of Birth Abroad, you may submit a written request to initiate a file search for verification of your claim to U.S. citizenship. If you would like Passport Services to conduct this search, please send a check or money order payable to the U.S. Department of State for \$150.00 with your written request to the address listed on this letter. This service is performed solely for issuance of a passport under urgent circumstances and you will not receive a copy of your previous passport or Consular Report of Birth Abroad.