



Passport Services  
Bureau of Consular Affairs  
U.S. Department of State

**IMPORTANT NOTICE**  
to  
**PASSPORT APPLICATION ACCEPTANCE AGENTS**

**NEW REQUIREMENT for Photocopies of Citizenship Evidence**

Effective as of September 16, 2013, the U.S. Department of State will require all passport applicants to provide a photocopy of certain documents submitted as evidence of U.S. citizenship, in addition to the original or certified copy currently required. Applicants submitting U.S. birth certificates, certificates of naturalization/ citizenship, and Consular Reports of Birth are subject to this new photocopy requirement. Applicants submitting other evidence of U.S. citizenship such as, a U.S. passport, or secondary evidence of U.S. citizenship, will not need to provide photocopies of these documents with their passport application. Acceptance Agents are not required to make these photocopies for applicants, though this service may be offered as a courtesy. This new procedure is similar to the policy instituted in 2009, requiring that applicants provide a photocopy of their identification.

In accordance with current policy, the original or certified copies of the applicant's evidence of U.S. citizenship will continue to be returned after passport processing. As a result of the new requirement, the U.S. Department of State will keep the photocopy of the citizenship evidence submitted and retain it as a part of the permanent application record.

This new requirement is an essential measure needed to strengthen the integrity of the passport process. It provides a more complete record of the passport application and increases the efficiency and effectiveness of our internal audit programs. It was designed to minimize additional costs to the applicant by specifically requiring a photocopy of the evidence instead of a second certified copy.

In accordance with the mission, outlined by the Department of State, this measure enhances our border security by safeguarding the integrity of our travel documents as we continue to provide high quality customer service to the American public.