



**IMPORTANT NOTICE**  
**To**  
**PASSPORT APPLICATION ACCEPTANCE AGENTS**  
**January 3, 2017**

**Photocopies of Primary U.S. Citizenship Evidence**

**Effective January 9, 2017**, all customers applying for a passport using form DS-11 must submit a clear copy of their citizenship evidence in addition to their original or certified copy of U.S. citizenship. If there is writing on both sides of the citizenship evidence, then copies must be made of the front and back of the document.

The photocopy is required of primary U.S. citizenship evidence such as a certified birth certificate, naturalization certificate, consular report of birth abroad, and certificate of citizenship. Customers who submit an expired U.S. passport book or passport card as citizenship evidence do not need to submit a photocopy.

**Photocopies:**

- **Must be legible**
- **Must be on white 8.5"x11" standard paper**
- **Must be copied using black ink**
- **Cannot be double-sided**

Customers can also submit a second certified copy of their citizenship evidence in place of a photocopy. The second certified copy or photocopy will be retained by the Department of State.

Customers who do not submit a photocopy or second certified copy of their citizenship evidence may experience a delay in the processing of their passport application.

It is the customer's responsibility to provide a photocopy of the citizenship evidence at the time of application acceptance. However, an acceptance facility can charge customers for making photocopies on their behalf.

We have enclosed Frequently Asked Questions (FAQs) to assist you in answering questions from customers.

Please contact your regional Customer Service Manager with any questions on this policy.