



United States Department of State

*Houston Passport Agency
44132 Mercure Circle
PO Box 1080
Sterling, Virginia 20166-1080*

September 6, [REDACTED]

[REDACTED]

RE: [REDACTED]

Dear Mr. [REDACTED]

Thank you for your recent passport application.

However, the identification you provided is not sufficient for passport purposes. Please submit photocopies of **five (5) or more** personal documents, which are **five (5) years or older**. For your information we have included a list of acceptable forms of personal documents that may assist our office in establishing your identity. However, you may submit any other document in your possession that shows either your name and photo (with issue date) or name and signature (with issue date).

RECORDS WITH PHOTOGRAPH (VALID or EXPIRED)

- Driver's license
- Learner's or temporary driver's permit
- School yearbook photograph with your name and photo, also with school's name and year that it was issued
- U.S. Passports
- Newspaper/Magazine articles (with your photo & name, news paper's name & date)

RECORDS WITH EITHER PHOTOGRAPH OR SIGNATURE (must have a date)

- Employment identification card
- Professional license (ex. nurse, pilot, mechanic, etc)
- Federal, State or Municipal identification card
- Military identification
- Student identification card

SIGNED IDENTIFICATION ITEMS (Should have your legal signature and date)

- Military records such as DD-214
- Selective Service registration card
- Union membership (bearing name/signature or name/photo and issuance date)
- Medicare/health insurance card
- Welfare card
- Marriage certificates
- Medical records
- Voter's registration card
- Children's birth certificates
- Social Security card
- Traffic ticket

If you were raised abroad you may also submit*:

- Foreign school records with name, photo and date
- Foreign passports

- Foreign driver's license (valid or expired)
- Foreign government issued identification, such as voter's registration cards or national identification cards.

* If in a language other than English, please provide a certified English translation 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.

To assist with processing your application, we must receive the requested information **within ninety (90) days of the date shown on this letter**. **Please be advised that you may receive this information via email and a postal letter. Please respond to one request only.**

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.

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 THE ADDRESS LISTED ABOVE INCLUDING THE +4 ZIP CODE.

Sincerely,

Customer Service Department

YZ/eb