

Passport News



For Seattle Regional
Acceptance Agents



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Passport agencies are open only by appointment. For appointment call the NPIC number listed below.
Counter Hours: 8:00 – 3:00, M-F
Closed Federal holidays

Passport News:
Customer Service Manager:
National Passport Information Center (NPIC)
Toll-Free Number
1-877-4USA-PPT (1-877-487-2778);
TDD/TTY: (888) 874-7793
Hours: 7:00AM. – 12:00AM. ET, M-F
except Federal holidays
24-hour automated service

Internet Users
Passport Information, Forms & Travel Advisories
<http://travel.state.gov>

For Other government websites please check:
<http://www.firstgov.com>

President Approves Western Hemisphere Travel Initiative -Land and Sea Delay

On October 4th, the President signed the Fiscal Year 2007 Department of Homeland Security Appropriations Bill. As part of this bill the congressional conferees adopted a provision that will delay the requirements for citizens entering the country via **Land and Sea** ports of entry to present a **passport** under the Western Hemisphere Travel Initiative (WHTI) until June 1, 2009. It is important to understand that the requirement affecting travelers arriving by Sea was part of the original Phase I of the Initiative with a deadline of January 8th, 2007, but under the new legislation sea travelers would **not** be required to have passports until June 1, 2009. Nevertheless, this delay **does not affect** the requirement that would come into effect on January 8, 2007 for citizens entering the country by **air**. Those individuals traveling by **air** and arriving in the U.S. from **any destination** outside the U.S. on January 8th or later would still be required to have a passport in their possession. See attached flier for more info, the new deadlines are:

- **1/8/07** All travelers entering the U.S. by air will require a passport
- **6/1/09** All travelers entering by land and sea will be required a passport or other approved travel document

E-Passport in Production

We have received a large number of inquiries about the new passport with the microchip embedded in it. As we have stated we are not yet issuing E-Passports here in Seattle. Nevertheless, we are in the midst of reengineering our equipment in preparation for its production.

Currently, we expect to start partial production of the new passport book in late fall. Partial production would mean that we are not going to fully switch to the new book and instead will phase out the old book inventory before we go to full production of the new book. Therefore, some applicants will have the new book while others will receive the old book (no-chip). This process will be done randomly so we will not be able to guarantee which of the two books would a customer receive. This uncertainty will continue until we com-



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- ◆ 2-Parent Consent Law
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NATIONAL SERVICE COMMITMENT

Customers on average will receive their passports 6 weeks from the day of application.

Those applicants who wish to receive passports sooner than the 6 week commitment may request expedited service and two-way overnight mail to receive passports in 7 to 10 business days. (Additional cost per application is \$60 plus two-way overnight mail.)

For those with proof of more urgent departure, applying in person at a Passport Agency is recommended.



I am a former felon, can I have a passport?

A passport can be denied if the applicant is the subject of an outstanding warrant of arrest for a felony or is subject to a criminal court order forbidding departure from the United States (22 CFR 51.70(2)). We therefore prefer that felons contact their probation officer and inquire whether they are free to travel. If so, the applicant should attach a letter from the court of record or the probation officer permission to do so. In cases in which the court has limited the felon's right to travel, Passport Services should have already been notified.

Please note that some foreign countries restrict entry to persons with certain criminal records. A traveler who has been convicted of a crime should contact the Embassy or Consulate of the countries to be visited for their particular entry requirements.

The e-newsletter is now available.

Sign up to get yours! No more misplaced or lost newsletters. Print as many copies as you need!
Distribute to all your acceptance agents!
We just need one e-mail address from your main point of contact at your facility.

If you currently do not have e-mail no problem you will still receive the hard copies in the mail. When you go on-line we will be more than happy to add you on our list! No worries your e-mail addresses will not be shared with the public.

To sign up, please send an email to:
lopezda@state.gov
with the following information

Name of your Point of contact
Their email address
Name of the Facility
Phone number

Child Support Arrears

As we stated in our previous newsletter the amount that would trigger a denial of passport services has been reduced to \$2,500 as of October 1st. As we have done in the past we have already mailed you an updated flier related to this program. Remember that any applicant whose application was denied due to this reason must contact the Child Support Enforcement Office where the money is owe and not the Passport Agency.

Most frequently asked Questions from acceptance agents:

Why is the 2nd photo being returned? Why are some customers getting them and others are not?

The reason for submitting 2 photos is if one is damaged during the process we have the extra photo to use. This saves us from having to write the customer asking for another. So, instead of throwing away the extra photo it has been decided to return it to the customer.

Knowledge is power!

A Review of the Two Parent Consent Law- Children under age 14

As of 2001 the Two Parent Consent Law, Public Law 106-113, section 236 took effect. The Law requires consent from both parents of a child under the age of 14 before a passport can be issued.



Both Birth Parents

When both parents appear at the time the application is executed, record both parents' identification and have both sign the child's application after the oath is administered.

Look at the certified birth certificate to ensure both parents are listed. Step parents are not legal guardians and they cannot sign unless they have a certified adoption decree.



One Birth Parent

In the event only one parent appears with the child under 14, that parent must include one of the following documents.

(1) The Statement of Consent or Special circumstances: Issuance of a passport to a minor under the age of 14. (DS-3053) We strongly encourage the use of the DS-3053 form. This form will need to be notarized. We will accept a notarized statement of consent from the non-appearing parent. The statement should include the child's name, date of birth, the fact that they are giving permission for the other parent to apply for a U.S. Passport for their child. We will accept a fax copy of a notarized statement as long as the notary seal is visible. (2) a certified copy of a court order showing sole legal and physical custody of the child has been granted to the parent applying for the child's passport; (3) a birth certificate listing only one parent (the appearing parent); or (4) a certified copy of a death certificate for the non-appearing parent. Please note: if the non-applying parent is living in a foreign country or in the military currently stationed overseas we still need the DS-3053 filled out and notarized. If the applicant is aware of this before submitting the application this can save time.

When to use the Statement of Special Circumstances

When the applying parent indicates he or she has no knowledge of the non-applying parent's whereabouts, a statement by the applying parent will be required detailing the circumstances. The applying parent should indicate the last time he or she had contact with the non-applying parent, the non-applying parent's current whereabouts (if known), and what efforts have been taken to contact the other parent (if any). This should be done without telling the customer exactly what to write. The applying parent should use the DS-3053 to make the statement. The DS-3053 does not need to be notarized under these circumstances, provided it is submitted with the child's application at the time of execution. Passport Services will review the statement of special circumstances to determine whether it meets the requirements of the Two Parent Consent Law.

No Birth Parents

If neither parent appears with the child under 14 and a third party is appearing in place of the parents, one of the following must be submitted: (1) Notarized statements of consent from both non-appearing parents *in loco parentis*. An "in loco parentis" statement authorizes a third party to apply for a child's passport, "in place of the parents." The notarized statements must specifically authorize that person by name to apply for a passport on behalf of the parents. For a child under 14, notarized statements from both parents authorizing the third party to apply for the child's passport are required. If a statement from only one parent is provided and the child is under 14, the third party must also present evidence of that parent's sole legal and physical custody of the child. (2) If the child has a legal guardian or guardians a certified copy of a court order of guardianship or letters of guardianship naming the third party guardian of the minor child must be submitted. In addition, if the guardianship is a joint or co-guardianship by law consent from both guardians is required.

Besides the consent issues listed above, the largest reason we suspend a minor's application is when they apply they submit a passport with no birth certificate or a short form birth certificate which doesn't list the parents.

Outreach & Off-Site Passport Application Acceptance

What is OK?



In an effort to meet growing demand, while managing resources, some acceptance facilities are interested in doing special outreach for passport application acceptance. We appreciate and applaud such initiatives – as long as they fall within acceptable guidelines.

DOs

- ✦ Extended days or hours for passport application acceptance on-site at designated acceptance facilities. Example: Special evening or weekend hours reserved for passport application acceptance and publicized accordingly.
- ✦ Reach out broadly to the travel industry and other potential sources of international travelers (e.g., schools that do overseas class trips) to spread-the-word for extended days or hours of application acceptance.
- ✦ With appropriate safeguards for staff, applications, and payments, etc., go off-site to travel shows/fairs with broad industry participation at places such as convention centers, rented halls, public schools.
- ✦ Always consult with your regional Passport Agency's Customer Service Manager before making outreach commitments. Your CSM will tell you if a particular venue or arrangement is acceptable for the Passport Application Acceptance Program. Include travel.state.gov in your publicity, encouraging customers to know the requirements before applying.

DON'Ts

Participate in any outreach relationship that could be perceived as a conflict of interest and/or that could give an actual advantage or the appearance of an advantage to one or more business(es) over another/others.

Example: Do not go off-site to accept applications at a travel industry business, such as a travel agency. That gives the impression of a special relationship and disadvantages other travel agencies.

Example: Do not have special days/hours of passport application acceptance at your facility and limit the source of potential customers. Publicize such events as open to anyone eligible to apply for a U.S. passport.

MAYBEs

✦ Sometimes, for example, a school with a large group of traveling students or a business with a large group of traveling employees may ask that you go to its single location to accept applications for those students or employees. Doing so is not required by Passport Services, but it may be both convenient for the group and beneficial for your scheduling and resource purposes. Just keep in mind that what you do for one, you may be asked to do for others, convenient or not for your facility, so broader expectations in your community may need to be managed.

Very rarely, a seriously ill person, who may want to travel abroad for medical reasons, is too incapacitated to come to your facility to apply. Although not required, both Passport Services and the customer are very grateful when an acceptance agent is available to go off-site, usually to a hospital, to provide such service.

Passport Agent's Reference Guide on CD (PARG)

Who Should Have It?

The *PARG* is an internal Passport Application Acceptance Program guide for, we hope, much use by trained acceptance agents, program, and facility managers! It is not for public availability. Thank you!





Thank
you...

We want to say thanks to all of our acceptance agents who stay alert to indications of fraud from applicants. We have received helpful fraud indicator checklists from the following acceptance agents/facilities for this past month:

⇒ **Kristi Schorn, Renton Municipal Court, Renton, WA**

This is outstanding work from the agents listed above!!!

Keep sending those checklists in!!

Please remember that you are our eyes and ears!

If you feel something deserves attention, send along your fraud checklists with the questionable application.

Remember, the *Acceptance Agent Observation Checklist* can be found in the PARG in chapter 7, page 36a. The checklist should be completed away from the applicant and counter immediately after accepting the “suspect” application. This allows you to keep the memory of the interaction with the applicant fresh and away from prying eyes.



Q's & A's - Citizenship - Part I

QUESTION

“What can be done for an applicant who does not have proof of their U.S. citizenship but needs an expedited passport?”

First, by statute all applicants have the burden of proving by a preponderance of the evidence that they are citizens of the United States (22 CFR 51.40). Nothing contained in the statues prohibits the Department from requiring an applicant to submit other evidence deemed necessary to establish U.S. citizenship or nationality (see 22 CFR 51.54). However, in emergency situations, when acceptable evidence of citizenship cannot be presented in time for travel, a passport limited to 1 year may be issued provided the agency is reasonably satisfied of the applicant’s citizenship status.

.Applicants should always submit the best evidence available under their circumstances. But it would be to the passport agency staff to determine if they have enough evidence to grant a limited passport. It is useful to remember that those citizenship cases that are complex under the best of circumstances will likely become even less readily resolved without the best primary evidence required. So the more the applicant can submit the easier it is for us to adjudicate the citizenship claim. Beware; acceptance agents should be keenly concerned in these cases as to the identity of the applicant and exercise good fraud awareness procedures.

Watch here for a series of as future articles will address each peculiar method of obtaining citizenship and speak to the types of secondary evidence that have been reasonably sufficient for issuance of limited passports on a case by case basis.

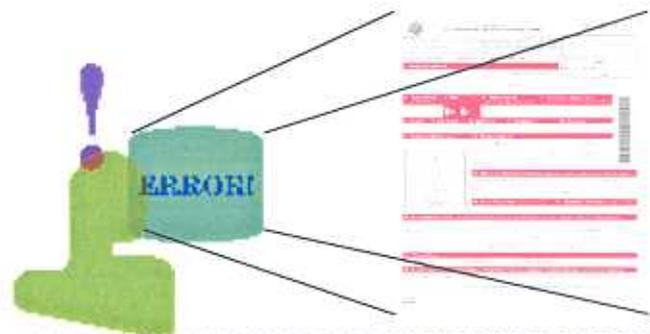
REMINDER

- ◆ **Damaged/Mutilated Passports:**
Customers that submit passports in mutilated or damaged condition **must** submit a signed statement indicating how the damage to the passport occurred and additional evidence of U.S. Citizenship such as a certified birth certificate, previous un-damaged U.S. passport, etc. **The passport office is the final arbiter of the condition of submitted passports.** *Passports in damaged or mutilated condition are not valid as evidence of identity or citizenship.*
- ◆ **Notarized or unofficial photocopies are not acceptable for passport purposes.** This is especially true for evidence of citizenship and any legal document such as marriage, divorce, name change, etc.
- ◆ **Agency Correspondence (letters requesting additional documentation):**
Correspondence from a passport agency should be sent back directly to that agency, not to the lockbox.
- ◆ **Proper Execution of the application:**
Before the application is sent to Passport Services for processing, please take the time to make sure that you have properly recorded the required information in the **Agent Only Block** (formerly Item 22 in the old DS-11) on the DS-11 application form. Applications with missing information will be delayed.
- ◆ **Contacting the Passport Office:**
The phone number for acceptance facilities to contact us is: **206-808-5739.** This number is for acceptance facilities only. Please refer applicants to the National Passport Information Center (NPIC). NPIC can assist applicants in checking the status of their applications and in making expedite requests (see NPIC information on Page 1 of this newsletter).
- ◆ **Processing time** for passports is 6 weeks or less from the time of application. Expedite service (\$60) processing is 2 weeks (overnight mail is recommended). For applicants who cannot travel to Seattle or Aurora, CO and are traveling in less than 2 weeks (14 days), contact our office for options - (206) 808-5739.
- ◆ **Fully record the ID document presented.** This includes the full name listed, the issue and expiration date, and the number.
- ◆ **Children Under Age 14** must present evidence of parental relationship in addition to citizenship evidence:
 - Certified Birth Certificate or Report of Birth Abroad
 - Adoption Decree
 - Court Order Custody Decree
 - Court Order establishing guardianship**Previous U.S. passports are not evidence of parental relationship.**

Using the DS-5504 Form for ERRORS IN PASSPORTS

Passports that are found with errors within 45 days from the issue date must be mailed immediately to the address listed in the envelope in which the passport was received. A note explaining what is wrong with the passport and a Xerox copy of the citizenship evidence must be sent along. If the discovery is done within 45 days from the issue date we do not need new photos or the DS-5504 Form.

If the passport is more that 45 days old then the applicant needs to use the DS-5504 and it should be mailed to the address on the form. Along with the form the customer needs to submit 2 passport photos and copies of the proper documentation to show the correct information. No fees are required.



NON-Postal Facilities:

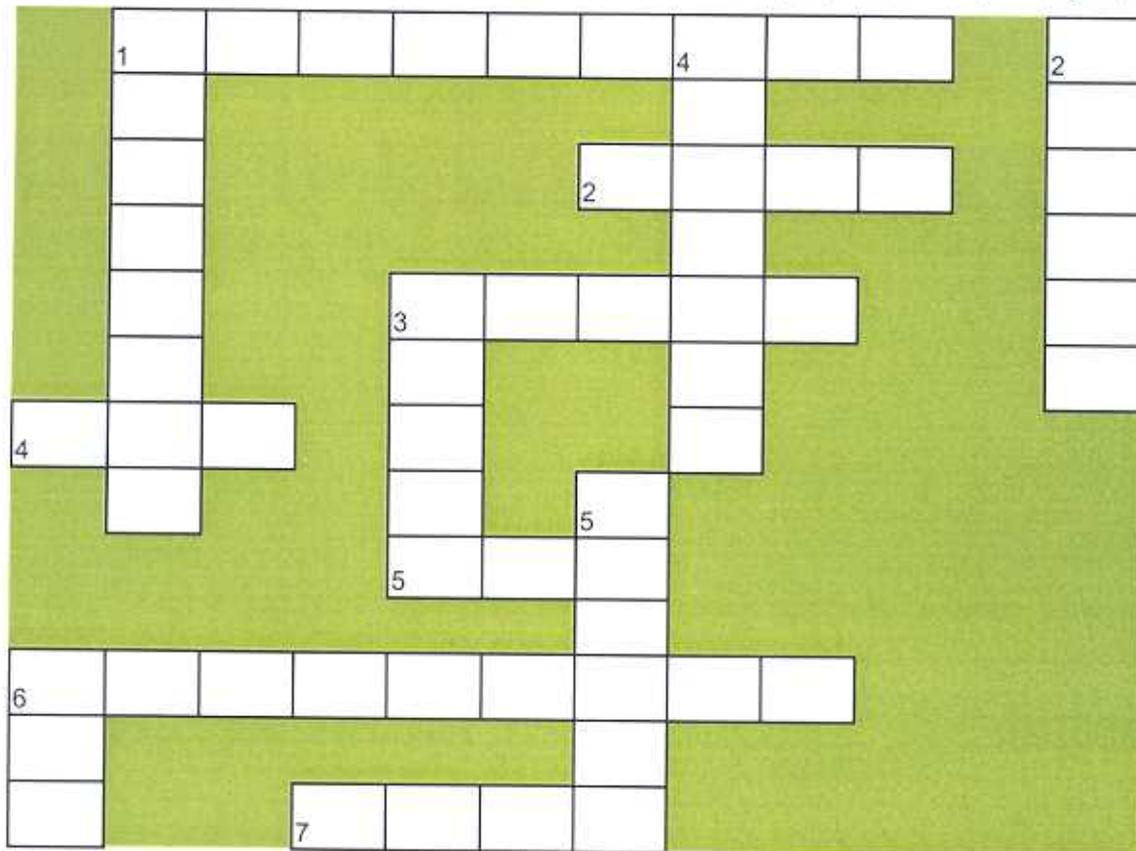
PASSPORT BULK SUPPLIES
PARG Chapter 15, Page 63-64

Karen Wheeler
Stanley Associates Inc.
P.O. Box 138
Rollinsford, NH 03869

**Physical Address for FedEx, UPS, Etc.
(Non-P.O. Box):**

Stanley Associates Inc.
1 Front Street, Ste.202
Rollinsford, NH 03869
Telephone: (603) 742-0066
Fax number: (603) 742-2428
Email: forms@stanleyassociates.com

Postal Facilities:
U.S. Postal Service
Western Area Supply Center, Bldg. 303
Hwy 76 S. &
SW Montara Pkwy.
Topeka, KS 66624
Telephone: (800) 332-0317



Questions: The answers maybe be letters and numbers.

Across

- 1 Name of the CSM in your region?
- 2 Acronym of your passport manual?
- 3 www.travel. ? .gov
- 4 Number of photo's submitted with an application
- 5 Can an applicant check the status of an application online?
- 6 What is the number to our agency used as a hotline for agents (not public)?
- 7 Name of the form submitted when an applicant has a lost or stolen valid passport?

Down

- 1 Basic fees for a minors application?
 - 2 If you have a question should you call the agency or reference your manual?
 - 3 What is the fee for a file search?
 - 4 City our office is located in?
- If a woman was issued a passport less than 1 year ago, and now she has been married, what form would she use to change her name?
- 5
 - 6 The size of passport photos

You will find the answers to these questions in your next issue. So, stay tuned



Changes to U.S. Passport Requirement *Western Hemisphere Travel Initiative (WHTI)* Fact Sheet

Background

The Intelligence Reform and Terrorism Prevention Act of 2004 requires the Department of Homeland Security and Department of State to develop and implement a plan to require all travelers, U.S. citizens and foreign nationals alike, to present a passport or other document, or a combination of documents, that denote identity and citizenship when entering the United States. Congress amended portions of the Act in 2006. The Western Hemisphere Travel Initiative is the Administration's proposed plan to implement this mandate.

The Goal of the Western Hemisphere Travel Initiative (WHTI)

The goal of the Initiative is to strengthen border security and facilitate entry into the United States for U.S. citizens and legitimate foreign visitors by providing standardized, secure and reliable documentation which will allow the Department of Homeland Security to quickly, reliably and accurately identify a traveler.

Travel Documents for U.S. Citizens Under WHTI

Under the proposed implementation plan, the following documents will be acceptable to fulfill document requirements:

- U.S. Passport: U.S. citizens may present a valid U.S. passport when traveling via air between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda, and may also use a U.S. passport when traveling via sea and land borders (including ferry crossings).
- The Passport Card (also referred to as the PASS Card): This limited use passport in card format is currently under development and will be available for use for travel only via land or sea (including ferries) between the U.S. and Canada, Mexico, the Caribbean, and Bermuda. Similar in size to a credit card, it will fit easily into a wallet.
- DOS and DHS also anticipate that the following documents will continue to be acceptable for their current travel uses under WHTI: SENTRI, NEXUS, FAST, and the U.S. Coast Guard Merchant Mariner Document. As proposed, members of the U.S. Armed Forces on active duty traveling on orders will continue to be exempt from the passport requirement.

Time Line

In the proposed implementation plan, the requirements outlined above will be rolled out in the following phases:

- On January 8, 2007, U.S. citizens traveling by **air** between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda will be required to present a valid U.S. passport, Air NEXUS card, or U.S. Coast Guard Merchant Mariner Document.
- As early as January 1, 2008, U.S. citizens traveling between the U.S. and Canada, Mexico, Central and South America, the Caribbean, and Bermuda by **land or sea** (including ferries), may be required to present a valid U.S. passport or other documents as determined by the Department of Homeland Security. While recent legislative changes permit a later deadline, the Departments of State and Homeland Security are working to meet all requirements as soon as possible. Ample advance notice will be provided to enable the public to obtain passports or passport cards for land/sea entries.

Travel Between the United States and U.S. Territories

WHTI will not affect travel between the United States and its territories. U.S. citizens traveling directly between the United States, Puerto Rico, the U.S. Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa will continue to be able to use established forms of identification to board flights and for entry.

Applying for a U.S. Passport

U.S. citizens can visit the State Department's travel website at travel.state.gov, or call the National Passport Information Center at 1-877-487-2778; TDD/TTY: 1-888-874-7793 for information about applying for a passport.