

# 7 FAM 1390 OTHER PASSPORT PROCESSING ACTIONS

(TL:CON-49; 4-30-90)

## 7 FAM 1391 PASSPORT ENTRIES

### 7 FAM 1391.1 Entries and Placement

(TL:CON-18; 9-26-86)

- a. Two types of authorized entries are made in passports subsequent to issuance.
- b. An **amendment** is a change of a material fact in a passport, such as a change of name, correction of the date or place of birth, or correction in the issuance date.
- c. An **endorsement** is a notation placed in a passport to:
  - (1) Limit the length of validity (referred to as a "limitation");
  - (2) Restrict the use of the passport to a particular geographic area or for direct return to the United States (referred to as a "restriction");
  - (3) Increase the period of validity to additional or full validity (referred to as an "extension");
  - (4) Designate specialized use of an official or diplomatic passport; or
  - (5) Designate it as being a "**NO-FEE**" or a "**NO-FEE DEPENDENT**" passport.
- d. Posts place extensions, amendments, limitations and endorsements in the passport whenever possible on those pages expressly provided for such entries. Place entries on which the raised seal of the office must be impressed so that the seal is impressed on the entry without overlapping any other seal impression.

### 7 FAM 1391.2 General Format for Entries

(TL:CON-49; 4-30-90)

- a. The text of amendments and endorsements is generally stated under the title and location of the Foreign Service office performing the action and over the signature and title of the officer having responsibility. Show the date of action in all amendments and extensions. The date of action is not usually entered in an endorsement except to add a special geographic restriction or to add a seal and/or legend.
- b. Enter travel restrictions of a general nature without reference in the passport to the office or officer taking action.

c. The reduced size and revised format of passports issued on or after January 1, 1977, have required changes in rubber stamps and standard text used for amendments and endorsements. All amendment and endorsement stamps, whether open or printed, must have the appropriate post identification and provide space for the consular officer's signature and title (see 7 FAM 1391 Exhibit 1391.2 ). Given the variations in local resources for obtaining such stamps, consular officers shall try to ensure that rubber stamps conform to the specifications for size and format shown in the exhibit.

## **7 FAM 1391.3 Making Entries**

*(TL:CON-49; 4-30-90)*

a. Use rubber stamps where practicable. Use the passport writing machine to fill in any data needed to complete the rubber-stamp entry. When feasible, use additional rubber stamps, such as date stamps, to complete the entries.

b. Posts that have no rubber stamps shall follow the format of the appropriate standard rubber stamps when making entries in passports. (See area Regional Supply Center stock catalog for ordering rubber stamps.)

c. Use the passport-writing machine to complete amendments in passports. Position the action stamps and entries completed by using the passport-writing machine on the appropriate passport page so that the stamp/entry is aligned to correspond with the descriptive data page (page 2) of the passport.

d. Whenever the passport book is inserted in the writing machine, the binding ridge of the passport should fit into the horizontal groove of the special passport-writing cylinder (platen). Never insert the passport so that the binding ridge is fed through the machine in vertical position; the ridge must be preserved.

## **7 FAM 1391.4 Stamping Superseded Actions Void**

*(TL:CON-49; 4-30-90)*

a. When a new entry is placed in a passport to supersede an entry already there, stamp the superseded entry "**VOID**," unless it appears on pages 2, 3, or 4.

b. For example, an applicant plans to travel in 3 days and presents a hospital certificate as evidence of citizenship. A limited passport is issued with the understanding that acceptable evidence of citizenship must be presented before the passport can be extended to full validity. Endorse the passport with a stamp which indicates that the passport may be extended if the prescribed condition is met (see 7 FAM 1391 Exhibit 1391.2 , sample D). When the bearer presents the citizenship evidence with the limited passport, at any post abroad or at any passport agency in the United States, stamp the first endorsement "**VOID**" and enter a new endorsement which extends the validity of the passport. The new endorsement supersedes the previous entry.

## **7 FAM 1392 AMENDMENTS IN PASSPORTS**

### **7 FAM 1392.1 Amendment Policy**

*(TL:CON-18; 9-26-86)*

a. It is Department policy to **replace**, whenever possible, any passport containing **serious** errors (see section § 7 FAM 1352.1 ). At post consular officers determine whether replacement or amendment of passports is required.

b. When a passport is to be amended, officers complete the amendment using whichever format described in section § 7 FAM 1392.3 fits the particular case. Impress the consular seal directly upon each amendment in both machine-readable (MRP) and earlier edition passports. The procedures for amending MRP and non-MRP regular, diplomatic, and official passports follow in section § 7 FAM 1392.1-1 through section § 7 FAM 1392.1-6 .

## **7 FAM 1392.1-1 Regular MRP**

*(TL:CON-18; 9-26-86)*

a. Posts should place the amendment on page 24 of the MRP book. Use whichever of the formats described in section § 7 FAM 1392.3 fits the particular case.

b. If page 24 is not available for the post's use, place the amendment on the first available page, working from the back of the passport, but not on the inside back cover. Refer on page 24 to the page on which the entry is made ("See page \_\_\_\_\_"). Impress the embossed seal directly over each amendment.

**NOTE:** Laminate is used over the descriptive data page in all regular MRP books. Do not attempt to void an entry under laminate with a rubber stamp or by ruling out the entry with ink.

## **7 FAM 1392.1-2 Regular Non-MRP**

*(TL:CON-49; 4-30-90)*

a. Place the amendment on the first available page after page 4. Align amendments on the page to correspond with the descriptive data page (page 2) of the passport. Use the format described in section § 7 FAM 1392.3 which fits a particular case.

b. Invalidate the data page entry by drawing a line with insoluble ink through the entry being amended. Refer in the same block to the page on which the amendment appears.

## **7 FAM 1392.1-3 Diplomatic MRP**

*(TL:CON-49; 4-30-90)*

a. Diplomatic passports rarely require amendment. When a diplomatic MRP book must be amended, place the amendment on page 48 of the book. Use whichever of the formats described in section § 7 FAM 1392.3 fits the particular case or the format expressly authorized by the Diplomatic and Congressional Travel Branch (CA/PPT/WNS/SD).

b. If page 48 is not available for the post's use, place the amendment on the first available page, working from the back of the passport, but not on the inside back cover. Refer on page 48 to the page on which the entry is made ("See page \_\_\_\_\_"). Impress the embossed seal directly upon the amendment.

**NOTE:** Laminate is used over the descriptive data page in all diplomatic MRP books. Do not attempt to void an entry under laminate with a rubber stamp or by ruling out the entry with ink.

## **7 FAM 1392.1-4 Diplomatic Non-MRP**

*(TL:CON-49; 4-30-90)*

a. Diplomatic non-MRP books seldom require amendment. When one must be amended, place the amendment on the first available page after page 4. Align amendments on the page to correspond with the descriptive data page (page 2) of the passport. Use the format described in section § 7 FAM 1392.3 which fits a particular case or the format expressly authorized by *CA/PPT/WNS/SD*.

b. Invalidate the data page entry being amended by drawing a line with insoluble ink through the entry being amended. Refer in the same block to the page on which the amendment appears.

## 7 FAM 1392.1-5 Official MRP

(TL:CON-49; 4-30-90)

a. Place the amendment on page 24 (or 48) of the MRP book. Use the format described in section § 7 FAM 1392.3 which fits the particular case or the format expressly authorized by CA/PPT/WNS/SO.

b. If page 24 (or 48) is not available for the post's use, place the amendment on the first available page, working from the back of the passport, but not on the inside back cover. Refer on page 24 (or 48) to the page on which the entry is made ("See page \_\_\_\_\_"). Impress the embossed seal directly upon the amendment.

**NOTE:** Laminate is used over the descriptive data page in all official MRP books. Do not attempt to void an entry under laminate with a rubber stamp or by ruling out the entry with ink.

## 7 FAM 1392.1-6 Official Non-MRP

(TL:CON-49; 4-30-90)

a. Place the amendment on the first available page after page 4. Align amendments on the page to correspond with the descriptive data page (page 2) of the passport. Use the format described in section § 7 FAM 1392.3 which fits a particular case or the format expressly authorized by CA/PPT/WNS/SD.

b. Invalidate the data page entry being amended by drawing a line with insoluble ink through that entry. Refer in the same block to the page on which the amendment appears.

## 7 FAM 1392.2 Amendments Excluding Persons

(TL:CON-49; 4-30-90)

Since January 1, 1981, no inclusions have been permitted in U.S. passports. All passports with inclusions expired as of December 31, 1985. This eliminates the need for exclusions.

## 7 FAM 1392.3 Amendments to Passport Entries

(TL:CON-18; 9-26-86)

a. Name of Bearer:

**THIS PASSPORT IS AMENDED TO  
CHANGE BEARER'S NAME TO READ:  
(COMPLETE NAME).**

OR

**THIS PASSPORT IS AMENDED AS  
FOLLOWS: TO CORRECT BEARER'S  
NAME TO READ: (COMPLETE NAME).**

b. Place or Date of Birth:

**THIS PASSPORT IS AMENDED AS  
FOLLOWS: TO CORRECT BIRTHPLACE,  
(SPECIFY PLACE).**

OR

**TO CORRECT BIRTH DATE, (SPECIFY  
DATE).**

c. Date of Issue:

**THIS PASSPORT IS AMENDED AS  
FOLLOWS: TO CORRECT ISSUE DATE,  
(SPECIFY DATE).**

d. To show Rank or Status in a Diplomatic or Official Passport.

## **7 FAM 1392.4 Records of Amendments**

*(TL:CON-18; 9-26-86)*

When amending a passport, note on the amendment application the action taken and send the application to the Department (see sections §§ 7 FAM 1344.6 and 7 FAM 1345.1 ). Also record the action on the Passport and Nationality Card (Form OF-240), which is retained at post.

## **7 FAM 1393 ENDORSEMENTS IN PASSPORTS**

*(TL:CON-18; 9-26-86)*

When an endorsement (limitation, extension, or restriction) is put in a passport by a Foreign Service post, the endorsement must also be made on the application for the passport, stating the reasons for the endorsement.

### **7 FAM 1393.1 Diplomatic and Official Passports**

*(TL:CON-18; 9-26-86)*

Diplomatic, official, and most no-fee regular passports require an endorsement at the time of issuance. All diplomatic and official passports are issued in the Department. Should it be necessary for a post to add an endorsement to a diplomatic or official passport, the Department will supply the post, by telegram, memorandum, or administrative message, the specific language to be used in each case. Do not endorse the passport until the specific wording is received.

### **7 FAM 1393.2 Regular Passports**

#### **7 FAM 1393.2-1 Military Personnel Dependents**

*(TL:CON-18; 9-26-86)*

a. Regular passports issued without fee to dependents of military personnel who are qualified to receive them contain the following endorsement:

**THIS PASSPORT IS VALID ONLY FOR USE IN CONNECTION WITH THE BEARER'S RESIDENCE ABROAD AS A DEPENDENT OF A MEMBER OF THE AMERICAN MILITARY OR NAVAL FORCES ON ACTIVE DUTY OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES OF AMERICA.**

b. A "NO FEE" stamp should be placed on page 1 of the passport at the lower right.

## **7 FAM 1393.2-2 Civilian Personnel Dependents**

*(TL:CON-49; 4-30-90)*

a. The following endorsement is generally used in passports issued to dependents whose travel is undertaken to accompany or join the principal employed by an Agency of the U.S. Government other than the Department of Defense:

**THE BEARER IS A DEPENDENT OF A  
PERSON ABROAD ON AN OFFICIAL  
ASSIGNMENT FOR THE GOVERNMENT  
OF THE UNITED STATES OF AMERICA.**

b. If the endorsement is added to a regular passport, place a "NO FEE" stamp on page 1 of the passport at the lower right.

## **7 FAM 1393.2-3 Crewmen**

*(TL:CON-18; 9-26-86)*

a. When passports are issued to enable U.S. citizen crewmen to travel as passengers en route to join ships of U.S. registry, the endorsement reads:

**THIS PASSPORT EXPIRES ON (DATE). IT IS  
ISSUED TO ENABLE THE BEARER TO JOIN  
THE CREW OF AN AMERICAN VESSEL.**

b. In addition, place a "NO FEE" stamp on page 1 of the passport at the lower right.

## **7 FAM 1393.2-4 Contract Personnel**

*(TL:CON-49; 4-30-90)*

Regular passports issued to employees (and their dependents) of firms that have contracts with the U.S. Government for work abroad are endorsed as shown below, upon presentation of a letter from the employing company. The letter shall show the employee's assignment and the date the contract expires. The endorsement in a dependent's passport is the same as in the sponsor's, except for the insertion of "A DEPENDENT OF A PERSON WHO IS" after 'IS.'" Full passport fees are collected for these passports. The endorsement reads:

**THE BEARER IS PROCEEDING TO  
(JAPAN/KOREA/THE PHILIPPINES)  
IN FULFILLMENT OF CONTRACT WITH THE  
(ARMY/NAVY/AIR FORCE/DEPARTMENT OF  
DEFENSE/AGENCY FOR INTERNATIONAL  
DEVELOPMENT) OF THE UNITED STATES  
OF AMERICA. THIS ENDORSEMENT  
EXPIRES ON (DATE).**

## **7 FAM 1393.3 Emergency No-Fee Passports for Federal Employees**

(TL:CON-18; 9-26-86)

a. When emergency situations require issuance of no-fee passports for Federal employees, including the Armed Forces, use the appropriate following endorsement:

**THE BEARER IS ABROAD ON AN  
OFFICIAL ASSIGNMENT FOR THE  
GOVERNMENT OF THE UNITED  
STATES OF AMERICA.**

OR

**THE BEARER IS ABROAD ON AN  
OFFICIAL ASSIGNMENT TO JAPAN  
AND OTHER COUNTRIES FOR THE  
DEPARTMENT OF DEFENSE OF THE  
UNITED STATES OF AMERICA.**

OR

**LIMITATION--THIS PASSPORT  
EXPIRES (MONTH, DAY, YEAR) AND  
SHALL NOT BE EXTENDED WITHOUT  
EXPRESS AUTHORIZATION OF THE  
DEPARTMENT OF STATE.**

OR

**THIS PASSPORT EXPIRES (MONTH,  
DAY, YEAR). IT MAY BE EXTENDED  
UPON PRESENTATION OF  
APPROPRIATE DUTY ORDERS.**

OR

**THIS PASSPORT EXPIRES (MONTH,  
DAY, YEAR). EXTENSION OF VALIDITY  
MUST BE APPROVED BY THE  
DEPARTMENT OF STATE IN  
ACCORDANCE WITH 22 CFR 51.41.**

b. Endorsements for dependents use the text of the sponsor's endorsement, inserting "A DEPENDENT OF A PERSON WHO IS" after the first "IS."

## **7 FAM 1393.4 Application for Endorsement**

(TL:CON-49; 4-30-90)

The endorsements listed above are inserted in passports upon presentation of appropriate evidence or authorization. The applicant is required to execute an application form (OF-178 or OF-195, formerly FS-299), as applicable. If warranted, the information contained in OF-178 or OF-195 is noted on the Passport and Nationality Card (OF-240). [See 7 FAM 1343 Exhibit 1343.1.]



# **7 FAM 1394 GEOGRAPHICAL RESTRICTIONS IN PASSPORTS**

## **7 FAM 1394.1 General Restrictions**

*(TL:CON-49; 4-30-90)*

a. The applicable regulations (see 22 CFR 51.72) provide that unless specifically validated, U.S. passports shall cease to be valid for travel in, to, or through a country or area which the Secretary has determined is:

- (1) A country with which the United States is at war;
- (2) A country or area where armed hostilities are in progress; or

(3) A country or area in which there is imminent danger to the public health or physical safety of U.S. travelers.

b. Any determination made under these paragraphs shall be published in the Federal Register along with a statement of the circumstances requiring this restriction.

c. If the Secretary determines that U.S. passports are not valid for travel to a particular country, all posts will be advised immediately by a telegram which will include any specific action required.

d. In certain circumstances, exceptions to passport restrictions are made by the Department (see 22 CFR 51.73).

e. The criteria are as follows:

(1) The applicant is a professional reporter, the purpose of whose trip is to obtain, and make available to the public, information about the restricted area; or

(2) The applicant is a representative of the American Red Cross; or

(3) The applicant establishes that the trip is justified by compelling humanitarian consideration; or

(4) The applicant's request is otherwise in the national interest.

f. If the applicant abroad wishes to apply for passport validation for a country to which travel is restricted, include the applicant's full name, date and place of birth, passport number, and detailed data concerning purpose for traveling. After determining eligibility for validation, the Department will advise the post of the decision and specify action required to inform the applicant.

## **7 FAM 1394.2 Special Restrictions**

*(TL:CON-18; 9-26-86)*

When invalidating a passport for travel in a country or countries for which the use of the passport is not generally restricted, place a restrictive endorsement in the passport. Use whichever of the following forms appropriate to the particular case.

## **7 FAM 1394.2-1 Passport Not Valid for Travel to or in an Additional Country**

*(TL:CON-18; 9-26-86)*

**THIS PASSPORT IS NOT VALID FOR  
TRAVEL TO OR IN (COUNTRY).**

## **7 FAM 1394.2-2 Passport Valid Only for Travel in Specified Area or Country**

*(TL:CON-18; 9-26-86)*

**THIS PASSPORT IS ONLY VALID FOR  
TRAVEL TO OR IN (NAME(S) OF  
COUNTRY/IES).**

## **7 FAM 1395 TIME LIMITATIONS IN PASSPORTS**

*(TL:CON-49; 4-30-90)*

When limiting the validity of a passport as to time, use whichever form in the following subsections is appropriate to the particular case. In most instances consular officer shall limit passports for no less than 6 months. No limitation shall be for more than 1 year.

### **7 FAM 1395.1 Limitation for Returning to United States**

*(TL:CON-49; 4-30-90)*

- a. Use the following entry:

**THIS PASSPORT IS VALID ONLY FOR  
TRAVEL TO THE UNITED STATES ON  
OR BEFORE (DATE).**

- b. When appropriate, insert the word "DIRECT" before the word "TRAVEL."

c. When the Department authorizes the issuance of travel documentation enabling the applicant to depart for the United States "forthwith," the period of time available for compliance with the authorization varies with the facts and circumstances of each case. The authorization implies, however, that immediate steps must be taken and arrangements completed by the applicant in the shortest possible time. If it appears that difficulties are being encountered which might delay departure, report the facts to the Department. The authorization does not permit a prolonged stay abroad for reasons of convenience or personal desire.

### **7 FAM 1395.2 Temporary Duty Limitation**

*(TL:CON-18; 9-26-86)*

Posts limit passports issued upon presentation of official travel orders or other satisfactory evidence to either members of the Armed Forces proceeding on temporary duty to countries where passports are required or Government employees traveling on short trips on official duty to cover the contemplated travel. Use the following entry:

**THIS PASSPORT EXPIRES (MONTH, DAY, YEAR). IT MAY BE EXTENDED OR AMENDED UPON PRESENTATION OF APPROPRIATE DUTY ORDERS.**

## **7 FAM 1395.3 Insufficient Evidence Limitation**

*(TL:CON-18; 9-26-86)*

a. In certain cases emergency passports may be issued with time limitations without the Department's approval, even when the evidence does not meet all of the established requirements for documentary evidence of citizenship. Entries are made in the passports showing that an extension will be granted upon presentation of acceptable evidence. Use the following entry in these cases:

**THIS PASSPORT EXPIRES (MONTH, DAY, YEAR). EXTENSION OF VALIDITY MAY BE MADE UPON PRESENTATION OF EVIDENCE ACCEPTABLE UNDER 22 CFR PART 51, SUBPART C.**

Complete the endorsement by specifying which evidence is needed, such as:

CERTIFIED BIRTH CERTIFICATE;  
DUTY ORDERS;  
NATURALIZATION CERTIFICATE; or  
AFFIDAVIT REGARDING PERMANENT RESIDENCE ABROAD.

b. In cases in which the Department's approval is necessary before the passport may be extended, the following entry is generally appropriate:

**LIMITATION--THIS PASSPORT EXPIRES (MONTH, DAY, YEAR) AND SHALL NOT BE EXTENDED WITHOUT THE EXPRESS AUTHORIZATION OF THE DEPARTMENT OF STATE.**

## **7 FAM 1395.4 Outstanding Loan Limitation**

*(TL:CON-49; 4-30-90)*

a. When a person applies for financial repatriation assistance and signs a promissory note (see sections 7 FAM 355 and 7 FAM 356 ), limit the passport of the principal beneficiary to be valid only for return to the United States (see section 7 FAM 356.6 ).

b. Use the following entry:

**THIS PASSPORT IS VALID ONLY FOR DIRECT TRAVEL TO THE UNITED STATES ON OR BEFORE (DATE).**

## **7 FAM 1396 PASSPORT EXTENSIONS**

*(TL:CON-49; 4-30-90)*

When a passport containing a time limitation is to be validated for an additional period, make an entry in the passport including the date when the extension is made and the new date of expiration of the passport. The date of expiration shall not exceed 10 years from the passport issue date for a person of 18 or above, or 5 years if it was issued to a person under age 18 or was issued prior to January 1, 1983.

## **7 FAM 1397 INSERTING SUPPLEMENTAL VISA SHEETS**

### **7 FAM 1397.1 Accordion-Page Inserts**

*(TL:CON-49; 4-30-90)*

a. Accordion visa page inserts are available for extending the use of a regular passport of which all visa pages have been stamped, leaving no space for additional visas.

b. Supplemental inserts are available for both "Liberty Bell" watermarked passports and laminated, machine-readable passports issued beginning 1981. Add supplemental pages to valid passports by:

(1) Gluing the flap of the supplemental visa sheet to one of the pages of the passport. Staples or other fasteners are not used for this purpose.

(2) Placing one impression of the raised consular seal on the seam which joins the supplemental visa sheet to the passport. The seal is centered so that half of the seal impression is on the passport page and half on the supplemental visa sheet.

**NOTE:** The new booklet visa pages carry the same "Eagle" design as the most recent "Eagle" page passports. Take care to match the design of the insert to that in the passport.

### **7 FAM 1397.2 48-Page Passport Option**

*(TL:CON-49; 4-30-90)*

When it is necessary to add supplemental visa sheets to a passport, inform the bearer that regular type passports containing 48 pages are available to persons who travel frequently or extensively.

### **7 FAM 1397.3 Requisitioning Procedures**

*(TL:CON-18; 9-26-86)*

Posts requisition supplemental visa sheets from the Department (CA/EX/AG) as required. Safeguard them in the same manner as blank passports. Take care to match the design of the insert to that in the passport.

## **7 FAM 1398 PASSPORT VERIFICATION**

### **7 FAM 1398.1 Purpose of Verification**

*(TL:CON-18; 9-26-86)*

When it is necessary under local conditions a U.S. passport may be verified by a Foreign Service Officer in order to make it readily acceptable in the country to which the verifying officer is assigned (see section § 7 FAM 1311.1-5).

## **7 FAM 1398.2 Conditions for Verification**

*(TL:CON-18; 9-26-86)*

Only valid unexpired passports signed by the bearer are verified.

## **7 FAM 1398.3 Verification Procedures**

*(TL:CON-18; 9-26-86)*

Passports are verified by writing or rubber stamping the word "GOOD" on the first available visa page in the language of the country of assignment. The endorsement is followed by the signature of the officer authorized to verify passports and impressed with the seal of the office. In the case of a mission with a consular section, the impression seal of the mission is always used on verifications.

## **7 FAM 1399 CANCELLING PASSPORTS**

### **7 FAM 1399.1 Cancellation Incident to Issuance of New Passport**

*(TL:CON-18; 9-26-86)*

a. The bearer of a valid passport may request cancellation of the passport at any time, regardless of the remaining period of validity, in order to obtain another valid passport. A refund may not be made for the remaining period of validity of the previous passport, whether or not the passport has been used. Report cancellation of an excessive number of potentially valid passports to the Department (CA/OCS/CCS) immediately for review.

b. When applying for a new passport, an applicant must submit for cancellation any previous passport of the same type still valid or potentially valid. An applicant who is unable to produce such a passport for cancellation must submit a signed statement setting forth the circumstances surrounding the disposition of the passport and, if it is claimed to have been lost, the efforts made to recover it. A determination will then be made whether to issue a new passport and whether to limit such passport as to place and periods of validity (22 CFR 51.8). When in doubt, posts telegraph the facts to the Department (CA/OCS/CCS) for decision or advisory opinion.

## **7 FAM 1399.2 Cancelling Passports Either Expired or Held by Persons Who Lost Nationality**

(TL:CON-49; 4-30-90)

a. Expired passports are canceled and returned to the bearers. Passports, whether expired or not, of persons who are no longer U.S. citizens are destroyed or canceled and returned to the bearer. Insert an entry of the fact of expatriation in any passport which is canceled and returned to an expatriate. The entry should read:

**BEARER EXPATRIATED SELF ON  
(DATE) UNDER THE PROVISIONS OF  
(SECTION OF LAW).**

b. Sign and impress the consular seal on the entry.

## **7 FAM 1399.3 Cancelling Passports of Deceased Persons**

(TL:CON-49; 4-30-90)

*Cancel the passport of a deceased U.S. citizen by punching four holes through all pages and covers, as specified in section 7 FAM 1399.4-4 or 7 FAM 1399.4-5, respectively (see 7 FAM 1399 Exhibit 1399.3 ). Do **NOT** additionally place the rubber stamp bearing the word "CANCELED" across the appropriate page. Deliver passports canceled by this method to the next of kin or legal representative of the decedent either directly, as specified in section § 7 FAM 241 , or with the personal effects, as specified in section § 7 FAM 646.5 . Return the canceled passport to the Department (CA/OCS/CCS) only in cases where no next of kin or legal representative is identified.*

## **7 FAM 1399.4 Cancellation Procedure**

### **7 FAM 1399.4-1 Cancellation Policy When New Application is Made**

(TL:CON-49; 4-30-90)

a. It is Department (CA/OCS and CA/PPT) policy to cancel any previously issued expired or unexpired passport submitted as the basis for issuance of a new one, unless:

(1) The passport is submitted as evidence of citizenship with an application for a different type of passport;

(2) The passport is submitted when application is made for a second fee passport;

(3) The passport is submitted when application is made for a second no-fee passport;  
or

(4) A diplomatic or official passport is submitted with an application for another passport of any type (in which case the post requests instructions from the Diplomatic and Congressional Travel Branch (CA/PPT/WNS/SD) by TWX or telegram). See also sections §§ 7 FAM 1399.4-6 through 7 FAM 1399.4-9 .

b. If it is necessary for an applicant, because of occupation or other reason, to be in possession of a valid passport at all times, the consular officer may arrange for the applicant to submit the previously issued valid passport for cancellation at the time the new passport is picked up.

## **7 FAM 1399.4-2 Regular MRP Cancellation With New Application**

(TL:CON-49; 4-30-90)

When a person applies for a new passport, cancel a previously issued machine readable regular passport (MRP) by placing a rubber stamp imprinted with the words, "**CANCELED; NEW APPLICATION, (DATE)**" diagonally across the Secretary's message page. Note the date of the action (month/year) in the blank space provided by the stamp. Note the type of new passport required (fee/no-fee) when a different type of passport is being canceled. *Invalidate the passport by punching four holes through all pages and covers. To do this most easily, open the passport to center spine. Then punch the long side (as if reading the passport descriptive data page) in two different places about one fourth inch from the edge of the page using a two hole paper puncher. Do the same for the other half of the passport book. For 48 page passports, take about 12 pages at a time. It is important to ensure that four holes go through the machine readable zone (MRZ) at the bottom of the descriptive data page.* The canceled passport may be returned to the bearer unless it must be submitted to the Department because of fraud, mutilation, or other reason.

## **7 FAM 1399.4-3 Regular Non-MRP Cancellation With New Application**

(TL:CON-49; 4-30-90)

a. When a person applies for a new passport, cancel the non-MRP passport submitted with the application by placing a rubber stamp imprinted with the words, "**CANCELED; NEW APPLICATION, (DATE)**" diagonally across the descriptive data page. Note the current date in the space provided by the stamp. Note the type of passport required (fee/no-fee) when a different type of passport is canceled.

*b. Invalidate the passport by punching four holes through all pages and covers. To do this most easily, open the passport to center spine. Then punch the long side (as if reading the passport descriptive data page) in two different places about one fourth inch from the outside edge of the page using a two hole paper puncher. Do the same for the other half of the passport book. For 48 page passports, take about 12 pages at a time. The canceled passport may be returned to the bearer unless it must be submitted to the Department because of fraud, mutilation, or other reason.*

## **7 FAM 1399.4-4 Regular MRP Cancellation Without New Application**

(TL:CON-49; 4-30-90)



When no new passport is required, cancel a machine readable passport (MRP) by placing a rubber stamp imprinted only with the word "CANCELED" diagonally across the Secretary's message page, opposite the laminated descriptive data page. *Invalidate the passport by punching four holes through all pages and covers. To do this most easily, open the passport to center spine, and punch the long side in two different places about one fourth inch from the edge of the page using a two hole paper puncher. Then do the same for the other half. For 48 page passports, take about 12 pages at a time. It is especially important to ensure that four holes go through the machine readable zone (MRZ) at the bottom of the descriptive data page. The canceled passport may be returned to the bearer unless it must be submitted to the Department because of fraud, mutilation, or other reason.*

## **7 FAM 1399.4-5 Regular Non-MRP Cancellation Without New Application**

(TL:CON-49; 4-30-90)

Cancel the passport by placing a rubber stamp bearing the word "**CANCELED**" diagonally across the descriptive data page. *Invalidate the passport by punching four holes through all pages and covers. To do this most easily, open the passport to center spine, and punch the long side in two different places about one fourth inch from the edge of the page using a two hole paper puncher. Then do the same for the other half of the passport book. For 48 page passports, take about 12 pages at a time. The canceled passport may be returned to the bearer unless it must be submitted to the Department because of fraud, mutilation, or other reason.*

## **7 FAM 1399.4-6 Diplomatic MRP**

(TL:CON-49; 4-30-90)

a. All diplomatic passports issued after August, 1985, are machine-readable documents.

b. In addition to the cancellation procedures specified for regular MRPs in sections §§ 7 FAM 1399.4-2 and 7 FAM 1399.4-4 , the upper and lower right-hand corners of the front and back covers must be clipped so that at least 1 inch will be cut from each corner. The canceled passport may be returned to the bearer, unless for any reason it must be submitted to the Department (CA/PPT/WNS/SD).

## **7 FAM 1399.4-7 Diplomatic Non-MRP**

(TL:CON-49; 4-30-90)

a. All diplomatic passports issued before 1977 expired automatically on January 1, 1977. All such passports must be canceled, regardless of the reason for submission at post.

b. In addition to the cancellation procedures specified for regular non-MRPs in sections §§ 7 FAM 1399.4-3 and 7 FAM 1399.4-5 , clip the upper and lower right-hand corners of the front and back covers so that at least 1 inch will be cut from each corner. The canceled passport may be returned to the bearer, unless for any reason it must be submitted to the Department (CA/PPT/WNS/SD).

## **7 FAM 1399.4-8 Official MRP**

(TL:CON-18; 9-26-86)

a. All official passports issued after August, 1985, are MRP documents.

b. Follow the cancellation procedures specified for regular MRPs in sections §§ 7 FAM 1399.4-2 and 7 FAM 1399.4-4 .

## **7 FAM 1399.4-9 Official Non-MRP**

(TL:CON-18; 9-26-86)

Follow the cancellation procedures specified for regular non-MRPs in sections §§ 7 FAM 1399.4-3 and 7 FAM 1399.4-5 .

## **7 FAM 1399.5 Cancellation Records**

(TL:CON-49; 4-30-90)

a. When a passport submitted with a new application is canceled at post, note on the application that the passport was canceled and returned to the applicant. *Pouch the application to the Department* (see sections §§ 7 FAM 1341 and 7 FAM 1343 ). Also record the action on the Passport and Nationality Card (Form OF-240), which is retained at post.

b. *Pursuant to the Department's automated procedures, when an official passport is canceled at post, record each such passport on the Passport Amendment/Validation Application (Form DSP-11, 3/87). Failure to do so may result in the irretrievability of a documented canceled passport. In such cases the Department does not issue a new official passport until disposition of the previous passport is verified.*

c. When a valid or potentially valid passport is canceled at post for any other reason, record the action on the Passport and Nationality card.

# 7 FAM 1391 Exhibit 1391.2

## SAMPLE PASSPORT AMENDMENT AND ENDORSEMENT STAMPS

(Page 1 of 2)

### SAMPLE PASSPORT AMENDMENT AND ENDORSEMENT STAMPS

- A. Printed Amendment Stamp  
(type in required text)  
Block size 2¾" x 2½"

AMERICAN (Embassy, Consulate) (City, Country)
BY AUTHORITY OF THE SECRETARY OF STATE THIS PASSPORT IS AMENDED AS FOLLOWS:
(Signature) Consul

- B. Open Amendment/  
Endorsement Stamp  
(type in required text)  
Block size 2¾" x 2½"

AMERICAN (Embassy, Consulate) (City, Country)
(Signature) Consul

- C. Name Change Stamp  
(type in required text)  
Block size 2¾" x 2½"

AMERICAN (Embassy, Consulate) (City, Country)
(Date)
THIS PASSPORT IS AMENDED TO CHANGE BEARER'S NAME TO READ:
(Signature) Consul
NOT VALID UNLESS SIGNED BY BEARER
----- Signature of Bearer

**AMENDMENT AND ENDORSEMENT STAMPS--CONTINUED**

**D. Limitation Stamp**  
(type in required text)  
Block size 2¾" x 2½"

AMERICAN (Embassy, Consulate) (City, Country)
THIS PASSPORT EXPIRES (Month, Day, Year) _____
EXTENSION OF VALIDITY MAY BE MADE UPON PRESENTATION OF EVIDENCE REQUIRED UNDER 22 CFR PART 51, SUBPART C:
(Signature) _____ Consul

**E. Replacement Stamp**  
(type in required text)  
Block size 2¾" x 2½"

AMERICAN (Embassy, Consulate) (City, Country)
THIS PASSPORT IS ISSUED TO REPLACE A LOST/STOLEN PASSPORT AND IS LIMITED TO EXPIRE ON: (Date) _____
EXTENSION OF VALIDITY MUST BE APPROVED BY THE DEPARTMENT.
(Signature) _____ Consul

**F. Extension Stamp**  
(type in required text)  
Block size 2¾" x 1¾"

AMERICAN (Embassy, Consulate) (City, Country)
EXTENDED _____
EXPIRES _____
(Signature) _____ Consul



