

STATE-26

System name : Passport Records.

Security classification : Classified.

System location :

Department of State, Passport Services, Annex 17, 1111 19th Street, NW, Washington, DC 20522-1705.

Categories of individuals covered by the system:

(a) Individuals who have applied for the issuance, amendment, extension or renewal of U.S. passports;

(b) Individuals who have been issued U.S. passports or had passports amended, extended, renewed, limited, revoked or denied;

(c) Individuals who have applied to have births overseas reported as births of U.S. citizens overseas;

(d) Individuals for whom Consular Reports of Birth Abroad of U.S. citizens or Certifications of Birth have been issued;

(e) Individuals who have applied at American Diplomatic or Consular posts for registration and have so registered;

(f) Individuals who have been issued Certificates of Identity or Cards of Registration and Identity as U.S. citizens;

(g) Individuals for whom the Department of State has issued Certificates of Loss of Nationality of the United States;

(h) Individuals who have applied at American Diplomatic or Consular Posts for issuance of Certificates of Witness to Marriage, and, individuals who have been issued Certificates of Witness to Marriage;

(i) Deceased individuals for whom a Report of Death of an American Citizen Abroad has been obtained;

(j) Individuals who although U.S. citizens are not or may not be entitled under passport laws and regulations to the issuance or possession of U.S. passports or other documentation or service;

(k) Individuals whose previous passport records must be reviewed before further action can be taken;

(l) Individuals who requested passport records under FOIA or the Privacy Act, whether successful or not;

(m) Individuals who have corresponded with Passport Services concerning various aspects of the issuance or denial of U.S. passports.

Authority for maintenance of the system:

(a) 8 U.S.C. 1401-1503 (Acquisition and Loss of U.S. Citizenship's Use of U.S. Passports);

(b) 18 U.S.C. 911, 1001, 1541 thru 1546

(c) 22 U.S.C. 211a thru 218, 1172 (now repealed), 2658, 2662, 2705; Executive Order 11295, August 5, 1966, 31 FR 10603; (Authority of the Secretary of State in granting and issuing U.S. passports); (d) 8 U.S.C. 1185 (Travel documentation of Citizens).

Categories of records in the system:

Applications for passports, or applications for amendment, extension or renewal of passports; applications for registration at American Diplomatic and Consular Posts as U.S. citizens or for issuance of Certificates of Identity or Cards of Identity and Registration as U.S. Citizens; Consular Reports of Birth Abroad of United States citizens; Certificates of Witness to Marriage; Certificates of Loss of United States Nationality; Certificates of Expatriation; Oaths of Repatriation; and Reports of Death of an American Citizen Abroad. Names of persons who have applied for, been issued passports or related facilities; and, to the extent not included in the Application for Vital Records or other category of records maintained by this agency; the names of persons who have been issued Consular Reports of Birth; Certificates of Birth; Consular Certificates of Repatriation; Certificates of Witness to Marriage; Certificates of Loss of United States Nationality; Reports of Death of an American Citizen Abroad; or been registered or issued Certificates of Identity or Cards of Identity and Registration as U.S. citizens; Lookout files which identify those persons whose cases require other than routine examination or action; Miscellaneous materials -- those documents/records maintained separately, if not in the application, including but not limited to: Investigatory reports compiled in connection with granting or denying passport and related services or prosecuting violations of passport criminal statutes; transcripts and opinions on administrative hearings, appeals and civil actions in federal courts; legal briefs, memoranda, judicial orders and opinions arising from administrative determinations relating to passports and citizenship; birth and baptismal certificates; court orders; arrest warrants; medical, personal and financial reports; affidavits; inter-agency and intra-agency memoranda, telegrams, letters and other miscellaneous correspondence; an electronic index of all passport application records created since 1978 and some passport application records created between 1962 and 1978; a currently expanding electronic index of Department of State Reports of Birth of

American Citizens abroad which will eventually include all such documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information maintained in the Passport Services records is used to establish the U.S. citizenship and identity of persons for a variety of legal purposes including, but not limited to the adjudication of passport applications and requests for related services, social security benefits, employment applications, estate settlements and federal and state law enforcement investigations. The principal users of this information outside the Department of State are: Internal Revenue Service for the current addresses of specifically identified taxpayers in connection with pending actions to collect taxes accrued, examinations, and/or other related tax activities; Foreign governments, to permit such governments to fulfill passport control and immigration duties; Federal, state, local or other agencies having information on an individual's history, nationality or identity; to the extent necessary to obtain information from these agencies relevant to adjudicating an application for a passport or related service or where there is reason to believe that an individual has applied for or is in possession of a U.S. passport fraudulently or has violated the law; Immediate families when the information is required by the individual's immediate family and may be released consistent with the Privacy Act and/or the Freedom of Information Act; Private U.S. citizen "wardens" designated by U.S. embassies and consulates to serve, primarily in emergency and evacuation situations, as channels of communication with other U.S. citizens in the local community; Attorneys when the individual to whom the information pertains is the client of the attorney making the request; Members of Congress when the information is requested on behalf of the individual to whom access is authorized under these rules. This information may also be released on a need-to-know basis to other government agencies having statutory or other lawful authority to maintain such information; information is made available to routine users only for an established routine use. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Storage:

Hard copy, electronic media.

Retrievability:

By individual name or passport number.

Safeguards:

All employees of the Department of State have undergone a thorough background security investigation and contractors have background investigations in accordance with their contracts. Access to the Department of State and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Access to passport office annexes have security access controls (code entrances) and/or security alarm systems. All records containing personal information are maintained in secured file cabinets or in restricted areas access to which is limited to authorized personnel. Access to computerized data bases is password-protected and under the responsibility of the system manager and persons who report to him or her. The system manager has the capability of printing audit trails of access from the electronic media, thereby permitting regular ad hoc monitoring of computer usage.

Retention and disposal:

Retention of these records varies depending upon the specific record involved. They are retired or destroyed in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 2201 C Street, NW., Washington, DC 20520-1239.

System manager(s) and address:

Deputy Assistant Secretary of State for Passport Services, Room 5807; Department of State; 2201 C Street, NW., Washington, DC 20520-4818.

Notification procedure:

Individuals who have reason to believe that Passport Services might have records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 2201 C Street, NW., Washington, DC 20520-1239. The individual must specify that he/she wishes the Passport Services records checked. At a minimum, the individual must include: Name, date and place of birth, current mailing address, zip code, signature and passport number if known. A request to search Passport

Records, STATE-26, will be treated also as a request to search Overseas Citizens Services Records, STATE-05, when it pertains to passport, registration, citizenship, birth or death records transferred from STATE-05 to STATE-26.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

Record source categories:

These records contain information obtained primarily from the individual who is the subject of these records; law enforcement agencies; investigative intelligence sources, investigative security sources and officials of foreign governments.

Systems exempted from certain provisions of the act:

Certain records contained within this system of records are exempted from 5 U.S.C. 552(a), (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I) and (f). See Department of State Rules published in the Federal Register.