



## ***How to Order Copies of Passport Applications, 1795–March 31, 1925***

The National Archives and Records Administration (NARA) holds applications for United States passports issued between 1795 and March 31, 1925. Applications for passports issued after March 31, 1925, remain with the Department of State. With two exceptions, U.S. citizens were not required to have a passport for travel abroad until 1941. Passports were required for a short time during the Civil War (August 19, 1861–March 17, 1862) and during World War I (May 22, 1918–1921).

### **Written Requests**

If you wish to request a copy of a passport application by mail, send a written request to:

National Archives and Records Administration  
Archives I Reference Section (RDT1R)  
Textual Records Division, Room 405  
700 Pennsylvania Avenue, NW  
Washington, DC 20408-0001

E-mail: [inquire@nara.gov](mailto:inquire@nara.gov).

### **What to Include**

All requests should include the applicant's full name, passport issuance date, and passport application number, if known. If you do not have the application number and issuance date, please provide the applicant's year of birth, place of residence at the time of application, and approximate year of travel.

### **Copies of Passport Applicant Photographs, December 21, 1914–March 31, 1925**

The original passport application volumes are at the National Archives at College Park, Maryland. Researchers may obtain copies of the original passport applicant photographs in one of the following ways:

- If conducting on site research, you may request to view the original volume. You may use a camera (no flash permitted) to obtain a copy of the original photograph.
- If you are unable to come to the National Archives at College Park, submit a written request to:

National Archives at College Park  
Archives II Textual Reference (RDT2), Room 2400, AII  
8601 Adelphi Road  
College Park, MD 20740-6001

E-mail: [Archives2reference@nara.gov](mailto:Archives2reference@nara.gov)

RR #416

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION  
700 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20408-0001  
[www.archives.gov](http://www.archives.gov)

The request should specify interest in the applicant's photograph and include the following information: the applicant's full name, passport issuance date, and passport application number.

### **Passport Applications Issued after March 31, 1925**

For passport applications issued after March 31, 1925, send a written request with applicable fees to:

United States Department of State  
Law Enforcement Liaison Division  
CA/PPT/S/L/LE  
1150 Passport Services Pl, 4th Floor  
Dulles, VA 20189-1150

Ordering instructions are available on the State Department web site at  
<http://www.travel.state.gov/content/passports/english/passports/services/obtain-copies-of-passport-records.html#1925>

For additional information, see the following reference report: *Passport Applications, 1795–1925*.

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