



United States Department of State

Washington, D.C. 20520

In reply refer to:

JUL 31 2024

CA/PPT/S/RM/RRR– Supplemental Worksheets

Case Control Number: F-2011-03370/F-2021-06198

Mr. Edward Hasbrouck
The Identity Project
PO Box 170640-idp
San Francisco, CA 94117-0640

Dear Mr. Hasbrouck:

We are responding to your correspondence dated April 27, 2011 and May 19, 2021, under the provisions of the Freedom of Information Act (5 U.S.C. § 552), requesting 1) copies of the most recent version and each previous version of the "Supplemental Worksheet," 2) number of copies of each version of the Supplemental Worksheet or dates of distribution, 3) number of individuals who have been requested to complete this form or the range of dates during which such request have been made, 4) policies, procedures, standards, guidelines or directives to Department of State staff or contractors as to when to require an applicant to complete the Supplemental Worksheet or what action to take if an applicant declines or is unable or unwilling to complete all or parts of the supplemental worksheet, 5) any communications within Department of State or between DOS and other agencies including the Office of Management and Budget (OMB) as to the approval for use of this form and 6) any records of communications within DOS or between DOS and other agencies regarding the relationship of the Supplemental Worksheet to the proposed DOS form DS-5513. We apologize for the delay in responding to your request.

The Department of State, Passport Services has reviewed request (1) and (2) above and determined that DS-5513 and DS-5520 forms from 2013 and beyond may be released in full. As for the older Supplemental Worksheets used prior to 2013, the worksheets are obsolete and no longer available. There are eight versions of the Supplemental Worksheets, which were used since 2013, and are attached. The 2019 versions could not be located.

As it relates to request (3) above, data is not available for the usage of older supplemental worksheets. In addition, the DS-5513 and DS-5520 were not used prior to August 2013. Pasted below is a chart which indicates the number of Information Request Letters generated from FY 2014 to FY 2023 requesting a DS-5513 and DS-5520.

Fiscal Year	DS-5513 Total	Fiscal Year	DS-5520 Total
2014	238	2014	13780
2015	225	2015	12390
2016	246	2015	14331
2017	231	2017	13806
2018	297	2018	12898
2019	221	2019	10813
2020	122	2020	6537
2021	44	2021	8436
2022	90	2022	8382
2023	81	2023	6818
Grand Total	1795		108191

Your request (4) for policies, procedures, standards, and guidelines must be denied. This denial is in accordance with subsection (b)(5) of the Freedom of Information Act, which exempts intra-agency and inter-agency memoranda or letters that are protected by legal privileges.

Your request for (5) and (6) above must also be denied. This denial is in accordance with subsection (b)(5) of the Freedom of Information Act, which exempts intra-agency and inter-agency memoranda or letters that are protected by legal privileges.

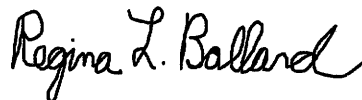
Please see the enclosed Table of Exemptions, which identifies the subsection of the statues referenced above, for a summary of the citation that is applicable. If you are not satisfied with this determination, you may administratively appeal by writing to:

Appeals Officer
Office of Information Programs and Services (A/GIS/IPS)
U.S. Department of State
2201 C Street, NW
Washington, D.C. 20520
by fax to (202) 485-1718
or by email to FOIAAppeals@state.gov

Your appeal must be postmarked or electronically transmitted within **90 days** of the date of this letter. Please include a copy of this correspondence with your written appeal and clearly state why you disagree with the determinations set forth in this response. Enclosed, with this letter is additional information to assist you with the appeals process.

This concludes your Freedom of Information Act request. We hope that Passport Services has been of service to you in this matter.

Sincerely,



Regina L. Ballard, Division Chief
Office of Records Management
Records Review and Release Division
Passport Services

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TABLE OF EXEMPTIONS

<u>Subsections</u>	<u>Excise</u>	<u>Deny</u>	<u>Total</u>
(b)(5)	0	9	9
Total	0	9	9

FREEDOM OF INFORMATION ACT EXEMPTIONS
(5 U.S.C. § 552)

Subsection (b)(5) exempts intra-agency or inter-agency memoranda or letters that are protected by legal privilege.



SUPPLEMENTAL QUESTIONNAIRE TO DETERMINE ENTITLEMENT FOR A U.S. PASSPORT

USE OF SUPPLEMENTAL QUESTIONNAIRE TO ESTABLISH ENTITLEMENT FOR A U.S. PASSPORT

This form is intended to supplement an application for a U.S. passport in the event insufficient evidence of entitlement is provided. In addition to completing this form, you may be asked to provide further documentary evidence to support your claim. Documentary evidence should contain your full name, date and/or place of birth, and the seal or other certification of the issuing office (if customary) and the signature of the issuing official. For more information on proof of U.S. citizenship, please refer to page two of the instructions for the DS-11, Application for a U.S. Passport, or visit travel.state.gov.

FORM INSTRUCTIONS

1. To assist us in establishing your entitlement to a U.S. passport, please fill out this supplemental questionnaire and return it to the requesting passport office. If you have been asked for additional information and/or documentation, please submit the information and/or documentation requested with this supplemental questionnaire.
2. If you are unable to provide primary evidence of U.S. citizenship such as a previously issued U.S. passport or a certified birth certificate, please submit secondary evidence. For lists of primary and secondary evidence of U.S. citizenship, go to <http://travel.state.gov/passport> and click on the link to information for first time applicants.
3. Please complete the questions on this form to the best of your knowledge. Generally, the more information you are able to provide, the faster we may be able to process your U.S. passport application.
4. If you are unsure of the answer to a question, please provide a response to the best of your knowledge. For example, if you are unsure of an exact address, please provide the city, state, and street name if you can recall them. Passport Services will consider all the information derived from the form in its entirety.
5. Failure to answer every question will not necessarily preclude passport issuance as the form is considered in its entirety.
6. If you have no knowledge of the answer to a question, please write "I don't know." If you believe a particular question does not apply to you or your circumstances, please write "Not Applicable" or "N/A." The Department realizes that most information for this questionnaire may be difficult to obtain and will likely come from other sources. The Department will take these factors into account in the passport issuance process.
7. If you need more space to respond to a question, please write the rest of your response on a separate sheet of paper.

FOR INFORMATION AND/OR QUESTIONS

Please visit our website at travel.state.gov. In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD 1-888-874-7793) or by e-mail at NPIC@state.gov. Customer Service Representatives are available Monday-Friday, 8:00 a.m.-10:00 p.m. Eastern Time (excluding federal holidays). Automated information is available 24/7.

WARNING

False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.

PRIVACY ACT STATEMENT

AUTHORITIES: We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: We are requesting this information in order to determine your entitlement to be issued a U.S. passport. The collection of the Social Security number will be used for identity /entitlement to passport verification only and no other purpose unless authorized by law.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad.

More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and State-26, Passport Records.

DISCLOSURE: Providing your Social Security number and the other information on this form is voluntary, but failure to provide the information on this form may, given the form's purpose of verification of your identity or entitlement, result in processing delays or denial of your passport application.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. Responding to this collection of information is voluntary. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 2201 C Street NW, Washington, D.C. 20520.



U.S. Department of State
SUPPLEMENTAL QUESTIONNAIRE TO DETERMINE
ENTITLEMENT FOR A U.S. PASSPORT

OMB Approval No.: 1405-0214
 Expiration Date: 08-31-2016
 Estimated Burden: 85 minutes

Section A: Biographical Information

1. Full Name:
(First, Middle, Last)

2. Date of Birth:

____ - ____ - ____
(month) (day) (year)

3. Social Security Number:

4. Place of Birth (City, State/Country):

Section B: Information about Your Family (Living and Deceased)

Relationship	Full Name	Place of Birth (City, State, Country)	Date of Birth	Is This Person a U.S. Citizen?
<i>Example</i>	<i>Example</i>	<i>Example</i>	<i>Example</i>	<i>Example</i>
Sibling	Joe Smith	Anytown, Anystate, USA	12-25-1980	YES
Father/Parent				
Stepfather/Parent				
Mother/Parent				
Stepmother/Parent				
Sibling				
Sibling				
Sibling				
Sibling				

Section C: Information for Non-Institutional Births or Delayed Birth Filings
 (fill in as much information as possible)

Was your birth recorded within one year of the date your birth occurred?

Were you born in a hospital?

Yes No
 Yes No

If you answered "No" to either of the above questions, please complete items 1 - 5. Otherwise, please continue on to Section D.

1. List all your parent(s) residences one year before your birth:

(Street Address)

(City)

(State and Country)

(Street Address)

(City)

(State and Country)

2. Parent(s) place of employment at the time of your birth:

Dates of employment: _____ Name of employer: _____

Address of employer: _____
(Street Address)

(City)

(State and Country)

Dates of employment: _____ Name of employer: _____

Address of employer: _____
(Street Address)

(City)

(State and Country)

3. If your parents were not U.S. citizens at the time of your birth, what type of document, if any, did they use to enter the United States? Examples include foreign passport, U.S. or a foreign border crossing document, residency card, etc.

4. Mother's medical information:

Did your mother receive medical care while pregnant with you and/or up to one year after your birth? Yes No

Name of hospital or other facility: _____

Address: _____
(Street Address)

(City)

(State and Country)

Name of Doctor: _____

Approximate dates of appointments: _____

Please provide description of birthing location: _____
(Private home, hospital, clinic, etc.)

Length of time mother stayed at the birthing location listed above? _____
(One day, three weeks, etc.)

Please provide the names (as well as address and phone number, if available) of persons present at your birth such as medical personnel, family members, etc: