



First U.S. Passport Application

Required documents for persons born in Iran to U.S. citizen parent(s).

- Original or certified copy (copies) of **U.S. birth certificate, U.S. Consular Report of Birth Abroad (CRBA) or U.S. naturalization certificate** of parent(s).
- Original **U.S. passport(s)** of parent(s).
- Original **valid Iranian passports of the applicant and both parents**.
- Original **Iranian birth certificates** (shenasnameh) of the applicant and both parents.
- Official **English translations** of the Iranian birth certificates of the applicant and the parents, certified by the Iranian Ministry of Foreign Affairs.
- Original or certified copy of **parents' marriage certificate**. If they got married in Iran the original Iranian marriage certificate has to be presented along with its official English translation, certified by the Iranian Ministry of Foreign Affairs.
- If a parent or both parents have been married before, the original or certified copies of the divorce decrees must be presented. If the divorce had taken place in Iran, its official English translation, certified by the Iranian Ministry of Foreign Affairs, is also required.
- If **both parents** are U.S. citizens, no proof of presence is required. If only **one parent is a U.S. citizen**, in order to pass on his/her U.S. citizenship to the child, the parent has to prove that he/she has lived in the U.S. for a period or periods totaling not less than five years; at least two of which were after the age of 14 years. Documents such as original official college/university transcripts and employment confirmations along with his/her Social Security statements could count towards proving the physical presence in the U.S. Please be advised that income tax returns or college/university degrees **would not qualify** as proof.
- **U.S. Social Security cards** of parent(s), if available or its/their number(s).
- Original **Iranian national ID card** of both parents, together with its official English translation, certified by the Iranian Ministry of Foreign Affairs.
- **Letter from the Hospital**, confirming the mother's hospitalization and date of delivery. Kindly note that the required letter is different from Confirmation of Birth "Govahi-e-Veladat".
- **Medical records** (i.e. sonograms, lab tests, etc.) are required for mothers, who got pregnant over age 35. If the mother became pregnant after the age of 40, all submitted medical documents must also have English translations. The translations do not need to bear the stamp of the ministry of foreign affairs.
- If the parents got pregnant **through IVF** all medical documents, regarding the performed procedure are required with their official English translations.

- **Two identical passport pictures**, 5 x 5 cm, front view, full face, white background, printed on non-glossy paper, with no touch-ups and without eye glasses. **Please do not staple or glue the photo to your application.**
See also www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements_en.pdf.
Keep in mind that you might be required to present some chronological family photos, showing the chronological years of growth of the applicant, starting from the pregnancy of the mother. Therefore, please bring some family photos to your appointment.
- All **personal information** as required by the passport application forms has to be completed in advance, **before** showing up for your appointment. Please **do not sign** the forms. Applicants who have not completed their forms will be asked to reschedule.

DS-11 "U.S. passport application"
https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11_06-2016_FI-public.pdf

DS-5507 "Affidavit of Physical Presence or Residence Parentage, And Support"
<https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-5507.pdf>
- **If the applicant is under 18 years old the presence of both parents and the child/children** at the time of application is mandatory. In case a parent is absent at the time of application, he/she should complete form DS-3053 "Statement of Consent: Issuance of a Passport to a Minor under Age 16"
<https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-3053.pdf> and have it notarized.
- **If the applicant is above 18 years old, the presence of the U.S. citizen parent(s) and the applicant** at the time of application is mandatory.
- Passport **fees** are payable only by bank card in Iranian Rials (please refer to the list of consular fees). Keep in mind that the fees once paid are **non-refundable**. Fees are collected and retained by law even if a passport is not issued.

PLEASE NOTE

- Applicants can submit the mentioned documents, by appointment only. Appointments can be scheduled by phone exclusively.
- A U.S. Consular Officer at any U.S. Embassy/Consulate can request whatever documents he/she finds necessary in matters in connection with U.S. citizenship documentation. Therefore, you might be asked to present additional documents for adjudication of your case.
- Only complete applications can be accepted and further processed without any exceptions. Incomplete files will be refused and you would be required to make a new appointment to present your complete application.