



Lost or Stolen Valid U.S. Passport Required documents for replacement

- Original/Certified copy of long form of **U.S. birth certificate, U.S. Consular Report of Birth Abroad or U.S. Certificate of Naturalization/Citizenship** of the applicant.
- **Photocopy** of the valid lost/stolen passport of the applicant (if available).
- Applicant's **original Iranian birth certificate** (shenasnameh). If under 16, birth certificates of both parents are also required.
- **Official English translation** of the applicant's Iranian birth certificate, certified by the Iranian Ministry of Foreign Affairs. If under 16, translations of the parents' Iranian birth certificates are also required.
- If your passport has been stolen, a **police report**, together with its official English translation certified by the Iranian Ministry of Foreign Affairs is required.
- **Statement** written in English by the applicant, explaining the circumstances under which his/her passport was lost/stolen such as when, where and how.
- **Valid Iranian passport** of the applicant; if under 16, passports of both parents are also required; if, for important reasons, a valid Iranian passport is not available, please contact this office beforehand by phone
- **U.S. Social Security card** of the applicant, if available or its number

If the applicant has never applied for a Social Security number card, it is mandatory to apply for one together with the passport application. In this case, additional documents have to be presented. Please notify the receptionist when booking the appointment.

www.eda.admin.ch/dam/countries/countries-content/iran/en/US-Forms/SS-5-FS_08-2011_FI-public.pdf

- **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.

All **personal information** of the applicant as required by passport application form DS-11, before showing up for your appointment. Please **do not sign** the forms. Applicants who have not completed their application forms will be asked to reschedule. Form DS-11 "U.S. Passport Application"

www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11_06-2016_FI-public.pdf

Form DS-64 "Statement regarding a valid lost or stolen U.S. Passport Book and/or Card"

www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-64_06-2015_FI-public.pdf

- If the applicant is **under 16 years** of age, both parents must accompany him/her (if over 16 but under 18, at least one parent must accompany the applicant).
- **Passport fee** is payable only by bankcard in Iranian Rial (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
- Applicants can submit the mentioned documents by **appointment** only. Appointments can be scheduled by phone exclusively. no shows or late arrivals will be asked to reschedule.

PLEASE NOTE

- **Valid U.S. passports, which have been lost or stolen are entered in an official Consular Lost or Stolen Passport System and cannot be used if they are recovered. They must be returned to the Foreign Interests Section or the nearest U.S. representation for cancellation.**
- **A U.S. Consular Officer at any U.S. Embassy/Consulate can request whatever documents he/she finds necessary 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.**