



KAY BAILEY HUTCHISON

United States Senator • Texas

Passport Assistance Request Form

When filling out the following form:

- 1) Please complete **one** form only for each person requiring passport assistance
- 2) Please complete the form in its entirety. Incomplete forms will not be submitted
- 3) **All** requests for assistance with a passport issue should be faxed to **512-916-5839**.
- 4) Please note that inquiries will be conducted for citizens traveling within **two weeks** who have yet to receive their passports.
- 5) If you have contacted another member of Congress for passport assistance, please continue to work with that office. Inquiries from multiple Congressional/Senate offices slows and complicates the process.



KAY BAILEY HUTCHISON

United States Senator • Texas

I hereby authorize the office of **SENATOR KAY BAILEY HUTCHISON** to request on my behalf, pertinent to the Freedom of Information and Privacy Act of 1974, access to information concerning me, and to forward copies of my correspondence involving (Name of Agency) _____

_____. In addition, the office of **SENATOR HUTCHISON** is also authorized to see any materials that may be disclosed pertinent to that request.

Departure Date: _____

(Please note that inquiries will only be made if departure date is in two weeks or less)

Name (as it appears on the application): _____

Social Security Number: _____

Date of Birth: _____

Passport Application Locator Number: _____

(If you would like to track a passport application that has already been entered into the system, you can use your locator number to check online at <http://travel.state.gov>, "Checking the Status of your Application." This number is important because it will indicate which Passport Agency is working the case)

Date Passport Application was submitted: _____

Daytime Phone: _____

Home Address: _____

Expedited Service? Yes No

Destination of Travel: _____

Signature of Applicant: _____

INSTRUCTIONS:

Please write a brief letter outlining the nature of your problem and be as specific as possible. In particular, include the names of any public officials you have communicated with in the past and the dates those communications occurred. Also, please attach any relevant correspondence that you have initiated or received concerning your problem. FAX this completed form, your brief letter, and any other pertinent attachments to:

**Senator Kay Bailey Hutchison
961 Pickle Federal Building
300 E. 8th Street
Austin, Texas 78701
Fax: 512/916-5839**