

fraudulently or has violated the law; Immediate families when the information is required by the individual's immediate family and may be released consistent with the Privacy Act and/or the Freedom of Information Act; Private U.S. citizen "wardens" designated by U.S. embassies and consulates to serve, primarily in emergency and evacuation situations, as channels of communication with other U.S. citizens in the local community; Attorneys when the individual to whom the information pertains is the client of the attorney making the request; Members of Congress when the information is requested on behalf of the individual to whom access is authorized under these rules. This information may also be released on a need-to-know basis to other government agencies having statutory or other lawful authority to maintain such information; information is made available to routine users only for an established routine use. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the **Federal Register**.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Hard copy, electronic media.

**RETRIEVABILITY:**

By individual name or passport number.

**SAFEGUARDS:**

All employees of the Department of State have undergone a thorough background security investigation and contractors have background investigations in accordance with their contracts. Access to the Department of State and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Access to passport office annexes have security access controls (code entrances) and/or security alarm systems. All records containing personal information are maintained in secured file cabinets or in restricted areas access to which is limited to authorized personnel. Access to computerized data bases is password-protected and under the responsibility of the system manager and persons who report to him or her. The system manager has the capability of printing audit trails of access from the electronic media, thereby permitting regular *ad hoc* monitoring of computer usage.

**RETENTION AND DISPOSAL:**

Retention of these records varies depending upon the specific record

involved. They are retired or destroyed in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director, Office of Freedom of Information, Privacy and Classification Review; Room 1239; Department of State; 2201 C Street, NW., Washington, DC 20520-1239.

**SYSTEM MANAGER AND ADDRESS:**

Deputy Assistant Secretary of State for Passport Services, Room 5807; Department of State; 2201 C Street, NW., Washington, DC 20520-4818.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that Passport Services might have records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review; Room 1239; Department of State; 2201 C Street, NW., Washington, DC 20520-1239. The individual must specify that he/she wishes the Passport Services records checked. At a minimum, the individual must include: Name, date and place of birth, current mailing address, zip code, signature and passport number if known. A request to search Passport Records, STATE-26, will be treated also as a request to search Overseas Citizens Services Records, STATE-05, when it pertains to passport, registration, citizenship, birth or death records transferred from STATE-05 to STATE-26.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

**RECORD SOURCE CATEGORIES:**

These records contain information obtained primarily from the individual who is the subject of these records; law enforcement agencies; investigative intelligence sources, investigative security sources and officials of foreign governments.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

Certain records contained within this system of records are exempted from 5 U.S.C. 552(a), (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I) and (f). See Department of State Rules published in the **Federal Register**.

**STATE-39**

**SYSTEM NAME:**

Visa records.

**SECURITY CLASSIFICATION:**

Classified.

**SYSTEM LOCATION:**

Visa Office, Department of State, Annex 1, 2401 E Street NW, Washington, DC 20522-0113; Department of State, 2201 C Street NW, Washington, DC 20520-4818; National Visa Center, 32 Rochester Avenue, Portsmouth, NH 63801; U.S. embassies, consulates general and consulates.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who have applied for visas; aliens who may be ineligible to receive visas including certain dual national U.S. nationals who aside from their U.S. nationality may otherwise be ineligible to receive visas.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

8 U.S.C. 1101-1503 (Immigration and Nationality Act of 1952, as amended).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Visa applications and related forms; fingerprints; birth, marriage, death and divorce certificates; documents of identity; interview worksheets; biographic information sheets; affidavits of relationship; medical examinations and immunization reports; police records; educational and employment records; bank statements; communications between the Visa Office, the National Visa Center and U.S. embassies, U.S. consulates general and U.S. consulates, other U.S. government agencies, international organizations, foreign missions, members of Congress, attorneys, relatives of visa applicants and other interested parties; and internal Department of State correspondence relating to visa adjudication.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

The information in this system is used to assist consular officers in the Department and overseas in dealing with problems of a legal, technical or procedural nature that may arise in considering an application for a U.S. visa. The principal users of this information outside the Department of State (and its embassies, consulates general and consulates) are: the Immigration and Naturalization Service of the Department of Justice, to coordinate the approval of petitions and the issuance of visas; the Department of