

Include your official letterhead

Case No: _____

Dear Director of the Office of Adjudication:

I am writing to request that _____, a party to the above captioned suit, be placed into the passport lookout database, and that you inform me if he /she applies for a new passport within the next year.

Mr./Ms. _____ has surrendered his/her

United States passport, number _____, per order of this court.

Mr./Ms. _____'s identifying information is as follows:

Date of Birth: _____, Place of Birth: _____,

Social Security Number: _____.

Should Mr./Ms. _____ apply for a new passport, please notify me or my clerk at the following telephone number and address:

(Address Line)

(Address Line)

(Address Line)

(Telephone No.)

(Fax No.)

Sincerely,

_____, Judge

_____ Court