



# Passport Name Change Checklist

## DS-82 Passport Application OR DS-5504

If your current passport is older than 1 year - use DS-82

If your current passport is less than 1 year old - use DS-5504

If using the DS-82, it must be filled out online - it **cannot be handwritten**, cannot be printed double-sided.

## Travel Itinerary or Business Letter

Must show departure date within 14 days. The travel itinerary dates MUST match the departure date on the DS-82 (For business letter it must be printed on company letterhead).

## Passport Photo

Must meet the government requirements, including but not limited to: 2"x2" photo with a white background. No hats, glasses or uniforms.

## Proof of Name Change

Original or certified, legal evidence of the name change must be presented, such as: marriage certificate(s), divorce decree(s), court documents, etc. Originals will be returned.

## Government Application Fees

A money order or check (no starter or temporary checks) for **\$170.00 or \$200.00** (if optional passport card selected) pay to the order of is "**US DEPARTMENT OF STATE**"  
**(DO NOT ABBREVIATE)**

\*\*\* IF YOU ARE **USING DS-5504**, the Government Fee is only **\$60.00** instead.

## Authorization Letter (USE BLUE INK TO FILL THIS OUT)

This letter allows Expedited Passports & Visas to act on your behalf to expedited your passport. It must be filled out **exactly like the provided sample**, but must be hand filled by you. Do not forget to enclose a copy of this inside the FedEx envelope. Parent should sign.

## Current Passport Book

Your passport book must be sent with your application and it cannot be damaged, it should not have expired more than 5 years ago and had a validity length of 10 years. It is ok if the passport has not yet expired.

## SEND DOCUMENTS via FEDEX

Use the prepaid FedEx label provided and send all of the above documents in  
**a FedEx Express Envelope**