



Passport Name Change Checklist

TO AVOID DELAYS IN PROCESSING YOU MUST COMPLETE A QUALITY CONTROL CHECK WITH YOUR CASE MANAGER PRIOR TO RECEIVING A SHIPPING LABEL.

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

Both DS-82 and DS-5504 must be completed online. These applications cannot be handwritten or printed double-sided. Once printed, you must sign and date your application.

Travel Itinerary or Business Letter

Must show departure date within 14 days. The travel itinerary dates MUST match the departure date on the application (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. Do not wear white, 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

Money order or cashier's check only, made payable to US Department of State.
DO NOT ABBREVIATE US Department of State.

**The amount will vary based on the product chosen. Passport Book: \$190 Passport Book and Card \$220
If you are using a DS-5504 the total is \$60**

Authorization Letter (USE BLUE INK TO FILL THIS OUT)

This letter is provided to you by your case manager. It authorizes our courier to submit your documents to the US Department of State on your behalf. Print this letter then complete it by hand using a blue pen. This form must be completed neatly. DO NOT USE A MARKER WHEN COMPLETING THIS LETTER.

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