



Passport Name Change - Check List

The following steps are necessary to complete in order for *US Passport Now* to expedite your application for a US Passport. Please print this page and complete each of the following steps. Please note, step three on our online

process will take you to the directed pages or answer any questions you may have. Do not ship your application until you have reviewed your case with your personal Passport Specialist to ensure a smooth transaction.

☐ **Passport Application: Form DS-82 or DS-5504**

- Fill out and print the form DS-5504 online, if you obtained a passport Less than one year ago
- Please remember to sign the application once printed where it says "Applicant Signature"
- Fill out and print the form DS-82 online, if you obtained a passport More than one year ago
- Please remember to sign the application once printed where it says "Applicant Signature"

☐ **Client Letter of Authorization**

- Please print and sign two copies

☐ **Your Current Passport... *No Photocopies are allowed!***

- Please make sure that this passport has been issued within the last 15 years and is undamaged
- Please note your current passport will be returned to you with your new official U.S. Passport

☐ **Two Identical Passport Photos (*Do not use Personal Photos*)**

- Photos must be Passport Official Photos 2x2 inches in size
- Please refrain from Sunglass, Hats, and additional items that will impair your identity

☐ **Legal Documentation of Name Change**

- Please provide an original or certified copy of your marriage certificate, divorce decree, or court order
- Your documentation will be returned to you with your new official U.S. Passport

☐ **Travel Itinerary or Business Letter**

- Submit a copy of your ticket for travel or a travel itinerary from an airline or travel agency. You may also submit a business letter stating you are traveling for business purposes.
- If you don't have a travel itinerary or have questions regarding this step, please call your case manager.

☐ **Government Fee – \$170 USD if you filed by DS-82 or \$60 if you filed by DS-5504**

- **(Please add \$30 if you are also applying for a Passport Card)**

- Payment should be in the form of a personal check or money order
- Needs to be payable to the "US Department of State"
- Make sure you fill out the payment completely
- Do not use a company, temporary, or starter checks of any kind

☐ **Shipping Your Application**

- YOU MUST USE **ONLY FEDEX** TO SHIP YOUR APPLICATION!
- The shipping address can be located in the confirmation receipt sent to your email address.

Please note that if you do not follow these steps appropriately it could lead your passport application to be denied or suspended. **You must call and speak with your Personal Passport Specialist before sending in your documents for processing, please call 800-881-2464!**