

Updating Identifying Information in a U.S. passport, (DS-5504)

Step 1: In order to update identifying information in your official passport or to extend the validity of a limited official passport, you will use a [DS-5504](#) and submit the following documents to the NOAA Travel Office (NTO) for processing.

A DS5504 will be used to:

- correct printing errors (spelling error or incorrect date of birth) made by the Department of State (DOS) for as long as the passport is valid, and
 - update name changes and extend the validity of a passport for **one year or less from the passport issuance date**. Please note that a [DS-82](#) must be used to update name changes and extend the validity of a passport issued **more than one year from the passport issuance date**.
- [Checklist](#)
 - [DS-5504](#) completed on-line and printed on one-sided sheets of paper and **must be signed and dated**
 - [Passport Letter](#)
Official Passport
 - Supporting Evidence of the Change
 - [Photos](#) (2 - 2"x2" photos with plain white background)
 - [Foreign Travel Briefing](#)
 - [*Travel Authorization](#)
 - Emergency Justification Letter (if passport is required in less than 4 weeks lead time)

Step 3: The NTO will submit your passport package to the Department of State (DOS). It will take approximately 4-6 weeks to update the identifying information in your official passport. Once the passport is processed, the DOS will return the passport back to the NTO.

Step 4: The NTO will proceed in obtaining all necessary visas. The official passport with necessary visas will be returned to you once all visas are obtained and we have a signed travel authorization, along with an up-to-date Defensive Travel Briefing on file. When the trip is completed, the official passport must be returned to the NTO for safekeeping unless your office has approval to retain official passports.

*If we are updating identifying information in your official passport without a real trip planned, you will submit everything outlined in Step 1 with exception of the travel authorization. Once the official passport is renewed, it is kept at the NTO until a future trip is planned.