



## NAME CHANGE on your U.S. PASSPORT STEP-BY-STEP GUIDE

Thank you for considering **Travel Visa Pro** for your **U.S. Passport services**. You are about to make an excellent choice since our agency specializes in expediting U.S. passports and is located **5 minutes walk away** from U.S. Passport Agency.

The category "Name Change" applies to you, only if:

- Your current US passport was issued less than ONE year ago, **AND**
- Your **name** has been **legally changed** due to **marriage** or **court order**
- You can provide a proof of name change.

### ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Service Type	Processing Time*	Travel Date must be less than from today's date:	Travel Visa Pro Fee	U.S. Department of State Fee
<b>EMERGENCY</b>	Same-Day	1 week away**	<b>\$199</b>	<b>+\$60</b> for Passport Book  <b>OR</b> <b>+\$80</b> for Passport Book and Passport Card
<b>URGENT</b>	2 Business Days	1 week away**	<b>\$129</b>	
<b>RUSH</b>	4 Business Days	n/a	<b>\$69</b>	
<b>ECONOMY</b>	Up to 2-3 weeks	n/a	<b>\$39</b>	

\*- U.S. Department of State is closed on weekends. Processing time excludes weekends and federal holidays.

\*\* - Please do not order faster processing if your travel date is further away from the one's specified above. For example, if today is Monday and you leave on Friday, you are eligible to order either Emergency or Urgent passport. However, if you travel the following Monday or later, you are eligible only for Rush or Economy service. If you need visa and passport, please do not hesitate to call (202)-684-7150; we will advise on processing time.

<b>FOR EMERGENCY PASSPORT SERVICE ONLY</b>	If you do not intend to order <b>Emergency</b> service, please skip this extra step.
	Before purchasing <b>EMERGENCY</b> passport service, you <b>MUST</b> <a href="http://www.uspassportbooks.com/appointment.html">make an appointment online - http://www.uspassportbooks.com/appointment.html</a> . There will be no exceptions. We will debit your credit card <b>\$70 (SEVENTY) NON-REFUNDABLE APPOINTMENT FEE</b> and email you SAME-DAY SPECIFIC shipping instructions. If you use your appointment as scheduled, we will credit \$70 towards your final payment. Therefore, it is not an additional fee. For more details, please see <a href="#">Terms &amp; Conditions</a> .

## ***STEP A: GATHER Paperwork for US Passport Name Change Application:***

- **Your Valid Passport:** It must be issued less than ONE year ago. If more than 1 year ago, please follow steps for passport renewal.
- **U.S. Passport Name Change Form (#DS-5504):** *Fax or photocopies are not acceptable.*  
[Complete Online - Form DS-5504 \(click here - https://pptform.state.gov/\)](https://pptform.state.gov/) - Department of State website will open in a new window. After completing and printing out the application form in duplicate please print TWO (2) COPIES. Please put PHYSICAL address as your home and permanent address (DO NOT PUT P.O. BOX). If you put P.O. BOX, your application will be rejected and delayed.
- **Legal Records Showing Name Change:** *Fax or photocopies are not acceptable:*
  - Marriage License **OR** Divorce Decree **OR** Court Decree of Name Change
- **Two (2) Identical Passport Photographs:** To process your application, you are required to provide TWO identical passport-style photographs. We recommend visiting professional photographer.
- **Two (2) Copies of Evidence of Immediate Travel:** Copy of round trip ticket/itinerary indicating travel to a foreign country. If you do not have one, or are driving to Mexico/Canada, or need passport for any other personal matter, please write a letter addressed to **US DEPT OF STATE**, explaining the reason for expediting your passport issuance. The letter should indicate travel estimate date of travel and should be signed by the applicant.
- **Two (2) Original, Signed Letter of Authorizations:** Please print and complete two copies of this document. *Photocopies not accepted.* It can be found on [Page #4](#) of your instruction guidebook.
- **Government Fees:** Please write a check payable to "U.S. Department of State" for **\$60** (Passport book only) or **\$80** (Passport book and Passport card). You should write your date of birth on the MEMO line of the check. Personal checks are acceptable.
- **Travel Visa Pro Fee/Order Form:** Please complete Travel Visa Pro order form on [Page #5](#) of your instruction guidebook if you have not paid online.



## **STEP B: MAIL Your Paperwork to Travel Visa Pro:**

**For faster service and more dependable we recommend using FedEx.** Please make sure that the following documents are included:

✓

### **Your Passport Name Change Checklist**


1. Your Valid Passport: It must be issued less than **ONE** year ago
2. U.S. Passport Name Change Form (#DS-5504):
3. Two (2) Identical Passport Photographs:
4. Two (2) Copies of Evidence of Immediate Travel:
5. Two (2) Original, Signed Letter of Authorizations:
6. Government Fees by check: **\$60** (Passport book only) or **\$80** (Passport book and Passport card) payable to "U.S. Department of State")
7. Passport Visa Pro Order Form/ Fees
8. Original Marriage Certificate/Court Order (if your name has changed)

Please ship your paperwork to\*:

**Travel Visa Pro  
1802 Vernon Street NW  
Washington, DC 20009  
1-202-684-7150**

\*- **IMPORTANT SHIPPING ADVICE:** If we receive your documents before **7:45AM EST**, we will submit your paperwork to Passport Agency same morning. Otherwise, we will submit them the following day. Please use **FIRST AM FEDEX Overnight service (no signature required)** if you wish us to submit your application same morning. This service has a commitment time of 8:30AM.



**Toll-Free: 1-866-378-1722**

## **General Instructions:**

- Each applicant must supply a separate Letter of Authorization
- Original signature(s) are required
- All fields are required
- TWO (2) original letters of authorizations are required.
- FOR NEW, LOST, CHILD passports ONLY: You must enclose an extra copy of our Letter of Authorization outside of the sealed envelope which you get from Acceptance Agent.

## **Special Instructions for Children under 16 years of age:**

If you are a parent or a legal guardian completing documentation on behalf of a minor you must sign the Letter of Authorization as follows:

- 1) Write child's full name in the "Applicant Name " section;**
- 2) On the signature line, please sign yourself and write the words "Mother", "Father", or "Legal Guardian" next to the signature(s).**

**Common Reasons for Denial of Your Passport:** Travel Visa Pro cannot fulfill processing times if your passport application is suspended by the Passport Agency. Please understand that you are not eligible for a passport or your passport application will be suspended/delayed if:

- You owe child support in excess of \$2,000.00
- You are on probation which restricts international travel
- You have an outstanding criminal warrant which prohibits travel outside the U.S.
- You owe the government a repatriation loan
- You wrote the check to the Department of State for a previous passport and did not have sufficient funds.
- Additional documentation is requested by the Department of State to clarify identity, citizenship, etc.
- Passports are not issued on weekends and federal holiday

**Toll-Free: 1-866-378-1722**

**In San Francisco:**  
2021 Fillmore St  
San Francisco, CA 94115  
Local: (415) 229-3210  
[info@travelvisapro.com](mailto:info@travelvisapro.com)

**In Washington DC:**  
1802 Vernon St NW  
Washington, DC 20009  
Local: (202) 684-7150  
[dc@travelvisapro.com](mailto:dc@travelvisapro.com)

**In New York:**  
167 Madison Ave., Ste 201  
New York, NY 10016  
Local: (212) 380-7866  
[ny@travelvisapro.com](mailto:ny@travelvisapro.com)

**In Houston, TX:**  
3401 Louisiana St, Ste 130  
Houston, TX 77002  
Local: (713) 936-0773  
[houston@travelvisapro.com](mailto:houston@travelvisapro.com)

**In Los Angeles:**  
373 S Doheny Dr, Ste B  
Beverly Hills, CA 90211  
Local: (310) 878-2590  
[la@travelvisapro.com](mailto:la@travelvisapro.com)

**In Seattle:**  
600 First Ave, Ste 425  
Seattle, WA 98104  
Local: (206) 855-5185  
[seattle@travelvisapro.com](mailto:seattle@travelvisapro.com)

**In Chicago:**  
141 W Jackson Blvd, Ste 3401  
Chicago, IL 60604  
Local: (312) 800-1268  
[chicago@travelvisapro.com](mailto:chicago@travelvisapro.com)



**TRAVEL VISA PRO**

Call us for assistance – Toll-free: (866) 378-1722

Fax: (866) 511-7599

[www.TravelVisaPro.com](http://www.TravelVisaPro.com)

## Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- ☐ I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- ☐ I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- ☐ I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

## Applicant Information

**(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)**

Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)



Call us for assistance – **Toll-free: (866) 378-1722**

Local: ((202) 684 7150 Fax: (866) 511-7599

1802 Vernon Street NW, Washington, DC 20009

Email: [dc@travelvisapro.com](mailto:dc@travelvisapro.com)

**TRAVELER(S) INFORMATION:**

**REFERRED BY:** \_\_\_\_\_.

Date of your international trip: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

Traveler # 1 Name: \_\_\_\_\_  
First Last

Traveler # 3 Name: \_\_\_\_\_  
First Last

Traveler # 2 Name: \_\_\_\_\_  
First Last

Traveler # 4 Name: \_\_\_\_\_  
First Last

**RETURN DOCUMENTS TO THIS ADDRESS:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
NO P.O. BOXES

E-mail: \_\_\_\_\_ Signature Required for Delivery? ☐ YES ☐ NO

Phone: \_ (\_\_\_\_) \_\_\_\_\_ Cell: \_ (\_\_\_\_) \_\_\_\_\_ Fax: \_ (\_\_\_\_) \_\_\_\_\_

<u>Shipping Method :</u>	<input type="checkbox"/> + \$0 (will include my own postage)	<input type="checkbox"/> + \$39 FedEx Standard Overnight
	<input type="checkbox"/> + \$15 FedEx Express Saver	to states of HI, AK, or PR
	<input type="checkbox"/> + \$20 FedEx Standard Overnight	<input type="checkbox"/> + \$39 SATURDAY FedEx Overnight
	<input type="checkbox"/> + \$25 FedEx Priority Overnight	<input type="checkbox"/> + from \$39 for International FedEx

**GOVERNMENT SERVICE:** Select the type of service you request by placing check mark in the appropriate box

<input type="checkbox"/> New 1 <sup>st</sup> Time Passport	<input type="checkbox"/> 2 <sup>nd</sup> U.S. Passport
<input type="checkbox"/> Passport Renewal	<input type="checkbox"/> Passport for Child
<input type="checkbox"/> Lost/ Damaged Passport	<input type="checkbox"/> Lost/ Damaged Passport for Child
<input type="checkbox"/> Add Pages	<input type="checkbox"/> Name Change

**SERVICES REQUESTED:** Select the type of service you request by placing check mark in the appropriate box

<input type="checkbox"/> + \$199 EMERGENCY (Same-Day)	<input type="checkbox"/> + \$69 RUSH (4 Days)
<input type="checkbox"/> + \$129 URGENT (2 Days)	<input type="checkbox"/> + \$39 BUDGET (up to 2 weeks)

☐ **+PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99.** By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at <http://www.travelvisapro.com/index.php?travel.do.index>.

**PAYMENT METHOD FOR APPLICABLE FEES:** please add all fees and enter total HERE: \$ \_\_\_\_\_

**PAID BY** ☐ Credit Card ☐ Money Order ☐ PayPal ☐ Check # : \_\_\_\_\_

I hereby authorize Travel Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to canceled orders.

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card # : \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_  
mm yyyy

Billing Address: ☐ Same as Shipping ☐ Other: \_\_\_\_\_