



Passport Name Change Checklist

Please follow steps 1 through 7 and make sure you have everything gathered before proceeding to step 8.

1. ___ **Application DS-5504 or DS-82** = Only one form is required: DS-5504 if the current passport is LESS THAN ONE YEAR OLD. If the passport is more than one year old see the Passport Renewal Checklist (includes form DS-82.) This application **MUST** be filled out online and printed correctly or it will be rejected by the Department of State. You must click “create form” at the end of the application, after the summary of fees page (NOTE: fees might not match up with what this checklist indicates must be paid- FOLLOW THE CHECKLIST!) This form will have two bar codes- one located in the upper left hand corner vertically next to your last name and one at the bottom right hand corner across the bottom of the page. **SIGN IT!**
2. ___ **Itinerary for Proof of Travel** = The travel itinerary dates **MUST** match the Authorization Letter. Proof of travel includes official travel tickets, hotel reservations or travel documented on business or company letterhead. One copy of the itinerary is needed.
3. ___ **Two PROFESSIONAL Passport Photos** = These must meet the government requirements including, but not limited to: 2x2 photo with a white background, wearing no uniform, no head gear (i.e. – sunglasses, eye patches, hats or orthodontic apparatus.)
4. ___ **Documentation Required for Name Change** = An **ORIGINAL or CERTIFIED COPY** of your marriage certificate, divorce decree or court ordered name change.
5. ___ **Old Passport Book** = Your old passport book **MUST BE IN GOOD CONDITION**. **It will not be accepted if mutilated or in poor condition.** This **WILL** be returned to you with your new passport.
6. ___ **Authorization Letter** = This letter allows Express Passport to act on your behalf to procure your expedited passport. The travel dates **MUST** match the DS-5504/DS-82 and the travel itinerary. Make two copies of this Authorization Letter.
7. ___ **Government Fees** = A money order or check (not a starter or temporary check) in the amount of \$60.00. You may not request a passport card in addition to a book unless you are renewing. The correct spelling of the “pay to the order of” is US Department of State. **DO NOT ABBREVIATE**. Make a copy of the check to include in the Federal Express package.
8. ___ **FED-EX** = Proceed to FED-EX with the documents and additional copies. Place the **SEALED ENVELOPE** and the additional copies as well as a copy of this completed checklist in the FED-EX envelope and **insert the label provided in the plastic sleeve outside**. It is pre-addressed and pre-paid.