

# NAME CHANGE CHECKLIST

Please initial next to each of the requirements below

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## DS-5504 or DS-82 Application

Complete only one form. Use form DS-5504 if passport is LESS than 1 year old and Form DS-82 if passport is MORE than 1 year old.

## Travel Itinerary

Print one (1) copy of your travel itinerary from an airline or travel agency. Ensure that the travel date on your itinerary matches the date on your application. If you have questions regarding this step, please call your case manager.

## Two Identical Passport Photos

Include two (2) identical professionally taken passport photos (Ex. FedEx Kinko's, Post Office, Walgreens, CVS) – these must meet government requirements and be 2x2 inches in size on a white background. Head coverings are acceptable for religious purposes with proper documentation. Prescription eye-glasses are acceptable as well.

## Authorization Letter

Print one (1) copy of the authorization letter. This allows us to act as an agent on your behalf.

## Documentation Required for Name Change

You must send an ORIGINAL or CERTIFIED COPY of your marriage certificate, divorce decree, or court order. Please do include a photo-copy of this documentation. It will not be accepted

## Current Passport

Include your current passport. Passport must be in good condition and will not be accepted if damaged or mutilated.

## Government Fee

A check or money order made payable to the "US Department of State" in the amount of \$142 (DS-5504) or \$170.00 (DS-82). **Please note if you are applying for a passport card with your application, the government fee will be an additional \$30.** Temporary or business checks will not be accepted. Note: make sure you spell out the check amount in the proper format (One Hundred Forty-Two and 00/100).

## Tracking Number

Call 1-866-737-1344 with your tracking number to confirm your reservation. Packages without confirmation will not be accepted. **DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM.** This address is not for our expedited service and if you use this address, your passport will not be expedited but will be processed through normal government means.

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**Send Package To:**

**US Passport Online, LLC  
3309 Northlake Blvd Suite #102  
Palm Beach Gardens, FL 33403**