



## PASSPORT NAME CHANGE CHECKLIST

Your case manager will contact you via phone to go over your checklist shortly after you place your order online. If you wish to get a hold of us first, feel free to give us a call at 855-681-8980.

- Form DS-82, your application for renewal
  - Complete only one form.
  - Use form DS-5504 if your passport is less than a year old and form DS-82 if your passport is more than a year old.
  - Print and sign the form.
- Travel itinerary or written statement
  - This shows the government that you have sufficient need for expediting your passport.
  - Either include flight plans, hotel reservations, etc. or a signed written statement explaining your need.
- Passport photos
  - Please have these taken professionally (e.g. at Walgreens, CVS, etc.).
  - Obtain two copies of your photo and verify that your photos fulfill the government requirements.
- Letter of authorization
  - This letter allows our company to act as an agent on your behalf and get you your passport back fast.
  - Your case manager will email you this document after verbally going over this checklist with you.
  - Please print, fill out, and sign this letter.
- Government fee
  - Include a check (personal or cashier's) or money order made payable to the "US Department of State" so that the government can generate your passport.
  - Write the check for \$170 if you filled out form DS-82. Write the check for \$60 if you filled out form DS-5504. If you are applying for the passport card as well, the government fee will be an additional \$90.
  - Do not make any mistakes on this check. Even the smallest mistake will render your check "altered" and the government will not accept it. E.g. do not cross anything out, do not misspell anything, do not double over any letters or numbers for emphasis, etc.
- Old passport
  - Please include the passport book that you are getting renewed, as the government needs to void your old passport book.
  - This will be mailed back to you along with your new passport.
  - Do not make any mistakes on this check. Even the smallest mistake will render your check "altered" and the government will not accept it. E.g. do not cross anything out, do not misspell anything, do not double over any letters or numbers for emphasis, etc.
- Documentation verifying name change
  - Include an original or certified copy of your marriage certificate, divorce decree, or court order. Photo-copied documentation will not be accepted.

Once you have all of this compiled together, mail everything in to the address below.\* We strongly recommend that you use a priority service such as FedEx. Please contact us via email or phone to provide us with your tracking number.

**DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM.**

US Passport Online  
Wes Gorski  
6145 Gehring ST,  
Houston, TX 77021

\* For 1 and 2-3 business day services please contact our team for the address to mail your package to.