

NAME CHANGE CHECKLIST

IMPORTANT: Include a signed Checklist and all necessary documents in an Overnight FedEx envelope. Attach the Shipping Label outside. Questions? Call **Rushed Passport** at our Toll Free number **(855) 347-2445**.

DS-5504 or DS-82 Application 1
For passport renewals, use form DS-5504 if your passport is less than one year old, or DS-82 if it is more than a year old. Applications must be completed online exclusively via the government's official website at <https://pptform.state.gov>; Hand-written submissions will not be accepted.

Passport Photo 2
For your passport, provide a 2 x 2 inches color photo on a white background, taken in the last 6 months, without uniforms, headgear, white shirts, or eyeglasses.

Current Passport 3
The passport must be in acceptable condition; damaged or mutilated passports will not be accepted.

Original Name Change Document 4
Ensure to submit either an original or a certified copy of your marriage certificate, divorce decree, or court order for name change documentation. The government will return all original documents submitted for name changes.

Proof of Travel 5
Common travel itineraries include airline, cruise, and hotel bookings. Ensure the itinerary and DS-5504 or DS-82 form dates match, featuring the applicant's name.

Government Fees 6
The payment amount for the check should be \$60 for the DS-5504 form, \$190 for the DS-82 form for a Passport Book only, or \$220 for the DS-82 form for both a Passport Book and Card, made payable to "US Department of State."

Proof of Identification 7
An original or certified U.S. Birth Certificate with both parents' names and a raised seal or an Original Naturalization Certificate is needed. For changed parental last names, include a Marriage Certificate or Divorce Decree. Any current or recently expired passport of the minor must be submitted with the application.

Authorization Letter 8
This Letter authorizes Rushed Passport to act on your behalf at the U.S. Department of State. Include one copy in your sealed documents and another in your FedEx package. Print the Courier Company Name exactly as shown on the top of the page to prevent delays. Use BLUE INK ONLY for hand printing and signing. (PRINT TWO COPIES)

Send documents via FedEx 9
Insert the sealed envelope into a FedEx envelope and attach the provided shipping label to the outside. Ensure your sealed envelope is marked with your name, date of birth, and departure date. Use only the shipping label given to you by your case manager; do not buy a new one.

Important Note: The Government's fee varies based on what you are applying for and the passport agency that is processing your documents. Please check with our office before submitting your Government's fee.