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# Name Change CHECKLIST

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Please initial next to each of the requirements below.  
Please enclose a copy of your checklist outside of the sealed envelope.

## Application DS-5504 or DS-82

Complete only one form. Form DS-5504 - If passport is LESS than 1 year old. Form DS-82 – If Passport is MORE than 1 year old.

## Authorization Letter

Print one copy of the authorization letter. This allows us to act as an agent in your behalf.

## Travel Itinerary

Print 1 copy of your travel itinerary. Ensure that the travel date on your itinerary matches the date on your application.

## Two Identical Passport Photos

Include two identical passport photos which have been **professionally** taken. These must meet the government requirements.

## Documentation Required for Name Change

You must send an **ORIGINAL** or **CERTIFIED COPY** of your marriage certificate, divorce decree, or court order.

## Current Passport

Passport must be in good condition. It will not be accepted if damaged or mutilated.

## Government Fees

A check or money order made payable to the “U.S. Department of State” in the amount of \$60.00 (DS-5504) or \$170.00 (DS-82). **Temporary or starter checks will not be accepted.** **Note:** Make sure you spell out the check amount in proper format (Sixty and 00/100 **or** One Hundred Seventy and 00/100).

## FedEx Shipping Label

Call 407-792-1000 with your FedEx 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. If you use this address your passport will be processed through normal government means and will not be expedited.

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I hereby certify that I have performed the above requirements to the best of my ability.  
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

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Signature

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Date