

## PASSPORT NAME CHANGE CHECKLIST

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- ( ) **DS-5504 or DS-82 Application Form**  
Complete only 1 form. If the change is within one year after issuance of passport, fill out form DS-5504. If the change is more than one year after issuance of passport, fill out for DS-82. Fill out online, print and sign it. ***It must have an original signature. Please fax us a copy at 530-579-3315.***
- ( ) **Current Passport Book**  
Submit your current passport. Passport must be in good condition. Otherwise, it will not be accepted if damaged or mutilated.
- ( ) **2 Identical Passport Photos**  
Two recent original passport size photographs (2" x 2") on a white or clear background.
- ( ) **Documentation Required for Name Change**  
Original or certified true copy of the document showing the name change (example: Marriage Certificate, Court Order, Divorce Decree, etc.)
- ( ) **Authorization Letter**  
Print 1 copy of the authorization letter. ***It must have your original signature.*** This allows us to act as an agent on your behalf.
- ( ) **Proof of Departure**  
Provide a copy of your flight itinerary or copy of your airline ticket or letter from the company stating the details of the travel. Please note that for Same Day or Next Day Processing, USA departure must be within 2 to 3 days from the day we receive your passport application.
- ( ) **Government Fee**  
Check or money order payable to "US Department of State" (**\$142.00 if the change is within 1 year after issuance or \$170.00 if the change is more than 1 year after issuance.** Please write your name and date of birth on the check. Starter check is not acceptable.
- ( ) **Travel the World Service Order Form**  
Fill out the Travel the World Service Order Form, include the order of processing (rush or regular), mode of payment (check, money order or credit card) and the return mail address.

### **SEND PACKAGE TO:**

**TRAVEL THE WORLD VISAS, INC**  
1930 18th Street NW, Unit #1  
Washington, DC 20009  
Tel #: 202-223-8822

