



NAME CHANGE CHECKLIST

Please include the signed checklist in the UPS Envelope.

Application DS-5504 or DS-82

Complete form DS-5504 - If Passport is LESS than 1 year old. Complete form DS-82 - If Passport is MORE than 1 year old. MUST be filled out Online and Printed Single-Sided. Click "Create Form" (bottom left) and print 1 copy. Do Not Forget to SIGN and DATE.

Passport Photo

Include NEW passport photo which can be taken at CVS, Walgreens or Kinkos. Must Be: 2 x 2 inches, in color, taken within the past 6 months, full face, front view with a plain white background. NO UNIFORMS or headgear. If you normally wear prescription glasses, a hearing aid or similar articles, they should be worn. Carefully staple photo to the Application.

Current Passport

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

Original Name Change Document

You must send an ORIGINAL or CERTIFIED COPY of your marriage certificate, divorce decree, or court order. All ORIGINALS will be returned by government.

Government Fees

Check (or money order) payable to "US Department of State" for \$170.00 if Passport has been issued More than 1 year, or \$60.00 if Passport has been issued for Less than 1 year. Remember to Sign check and write amount in proper format (One Hundred Seventy and 00/100) No Starter Checks (address Must Be preprinted on check)

Authorization Letter - Fill Out By Hand - Courier Company Name

Please call 855-246-4243 to have your Authorization Letter emailed to you.
NOTE - Please fill out BY HAND the Courier Company Name as instructed to avoid DELAYS.

Travel Itinerary

Itineraries include - Airline, Cruise & Hotel Reservations OR a Business Letter on Original Company Letterhead. Our Passport Specialist can best advise you when preparing to send you the Authorization Letter and Shipping Label.

Overnight Shipping

Our Overnight Shipping Label will be Emailed to you after you have completed this checklist. Fold label in half and place on the outside of the overnight shipping envelope. Please call 855-246-4243 for any problems printing your label.

Please Note:

Your passport application may be denied if you are in arrears of child support or have been notified by the IRS of owing back taxes.

I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Signature

Date

Mail Package to:

Choice Passport LLC.
10000 NW 21 ST.
Miami, Florida 33172