

NAME CHANGE IN YOUR VALID US PASSPORT

Eligibility for Name Change in your Valid US Passport:

- Applicant's name has been legally changed due to marriage or court order

Please proceed with the following requirements to Change Name in your valid US Passport:

<u>IF YOUR PASSPORT WAS ISSUED - Less than 1 year ago:</u>	<u>IF YOUR PASSPORT WAS ISSUED - More than 1 year ago:</u>
• Fill DS 5504 Form Passport Application form, duly completed ONLINE, PRINT	• Fill DS 82 Form Passport Application form, duly completed ONLINE, PRINT (do not print on same page, back to back)

- **Must** provide your SSN in accordance with [26 U.S.C. 6039E](#) Failure to provide information requested on the form, including your social security number, may result in significant processing delays and/or the denial of your application.
 - **Must** print the application with the auto generated bar code, once submitted online.
 - **Must** sign and date the application
 - All passport applications cannot be dated older than 5 days of case submission (the documents must be received at our office within 3 days from the date written on passport application)
 - Any application bearing signature or execution date older than 5 days will be returned
 - **Must not** make any corrections, such as write-over, scratch out, and/or white out on the printed application
- Submit most recent US Passport **ORIGINAL**
 - Submit 2 recent, passport size colored photos**, taken against white background - size 2x2 inches (51 x 51mm) - refer to [Photo Composition Template](#) for size requirement details
**** Required Only if the passport was issued more than 90 days ago**
 - An original or certified copy of your marriage certificate or the government-issued document evidencing your legal name change under federal or state law.
 - Submit 2 sets of [Letter of Authorization](#), BOTH must have Original signatures
[SAVE Authorization Letter.docx](#)
 - Submit Proof of Travel for Expedited processing - [Company request Letter for expedited passport processing](#) OR Travel itinerary showing departure from USA within 14 days, and in case Visa is required for destination - then the travel must be within 4 weeks.

SAVe
Passport
request

▪ **GOVT. FEES:**

- No Fee is charged - If passport was issued Less than 1 year ago **Only Expedited Service Fee \$ 60.00 is paid for each application submitted Authorized Agency**
- If passport was issued More than 1 year ago - \$ 110.00 Application Fee + Expedited Service Fee \$ 60.00 is paid for each application submitted Authorized Agency

Application & Expedited Service fees are payable by:

- Checks (personal, certified, cashiers, travelers), payable to "Department of State"
 - Money orders (U.S. Postal, international, currency exchange), payable to "Department of State"
- Fill the online [SAVe Service Request Form](#), print, sign and enclose with the paperwork.

Ship the documents by quickest method to STAMP A VISA office:

**ATTN: Documents Processing Unit
STAMP A VISA
5959, Westheimer Road,
Ste. 107,
Houston TX 77057
Ph.: 1 866 460 4736**

Processing Time:

Passports can be processed as Emergency Same Day or Next Day; Rush 48 Hours or Rush 4 -10 Business Days. **We request you to please give us a PRE-ALERT, for Emergency Same Day/Next Day processing, you must call to STAMP A VISA to make a reservation to ensure your passport submission.**

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Query - Please email assist@stampavisa.com or call: + 1 832 460 2016 / 832 460 2017 Toll free: 1 866 460 4736

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