

## **DATA CORRECTION PASSPORT CHECKLIST**

**PLEASE FOLLOW THIS CHECKLIST CLOSELY AND GATHER ALL OF THE DOCUMENTS ON IT. PLEASE CALL US TO VERBALLY DOUBLE CHECK YOUR APPLICATION ONCE YOU ARE FINISHED. 1 (800) 573-3738**

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### **1) U.S. Passport (Adult 10-Year Validity U.S. Passport – Needing Correction - Issued Within the Last Year)**

- You must send in a 10-year validity (adult) passport issued less than one year ago
- Replacement passports are for adults whose passports were issued within the last 12 months and have had a name change or data change during that same time period
- Replacement Passports are also used to correct any descriptive data
- If it has been more than a year since your passport was issued you must apply for a Passport Renewal

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### **2) Photocopy of Valid Photo Identification – Front and Back (copy in color the front and back of valid ID)**

- One clear color copy of your valid Driver's License, State ID Card, or Military ID, or valid Passport
- If your **name has changed** from your citizenship document you also must provide the original marriage certificate, divorce decree, or court issued name change document

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### **3) Passport Photo (Two New Passport Photos - Go to your local Staples, CVS, Rite Aid, Walgreen's, etc.)**

- Staple the passport photo to the application using a vertical staple at each corner (include 2<sup>nd</sup> loose)
- Brand new passport photo – must be different from the photo in the old passport
- **No hat or glasses can be worn in the passport photo (will be rejected)**

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### **4) Letter of Authorization ([CLICK HERE TO PRINT LETTER OF AUTHORIZATION](#))**

Complete by hand with blue or black ink. If this form is not filled out correctly it will **cause a 4-business day delay**, watch this short video tutorial for accuracy. ([VIDEO GUIDE CLICK HERE](#))

- Only check the first 2 boxes at the top, **do not check the 3rd box**
- Courier Company Name at the bottom MUST be filled in as "**Urgent Passport**"
- If a Child Passport, one parent MUST sign their own signature for **Applicant Signature** section

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### **5) DS-5504 Form Completed Online & Printed with Barcode ([CLICK HERE TO COMPLETE ONLINE FORM](#))**

Digitally Typed and Printed and Signed State Department DS-5504 Passport Application (**Handwritten form NOT acceptable and will cause a 4-day delay**)

- Go Past the privacy notice – on the next page click SUBMIT under “Fill Out Online and Print”
- Enter all passport information requested by the State Department (asterisk = required)
- “Products & Fees” page (only check \$0 Passport Book Fee & \$60 Expedite at Agency Service Fee & \$19.53 for 1-2 Day Delivery Fee) – Total should be \$79.53 - Click NEXT
- “Next Steps” Page – Scroll to the bottom of the page and click "PRINT FORM" - Your Passport Application will open as a PDF document, PRINT IT OUT, and **SIGN AND DATE on page 1 of 2 Page Form**
- Watch the short video guide on how to complete this form online ([VIDEO GUIDE CLICK HERE](#))

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**6) Proof of Travel Departure** (Include ONE of the following) [\(VIDEO GUIDE CLICK HERE\)](#)

- One clear print out of an Airline Plane Ticket Email Confirmation with your name as passenger
- If driving across border include a copy of a foreign hotel confirm with your name as guest
- If traveling for business you may type a company letter [\(CLICK HERE FOR SAMPLE\)](#)

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**7) Document Proving Name Change or Data Error**

- You must send in the original document that proves the data on passport needing correction
- If your name changed you must send in the original marriage, divorce, or court document
- If there was an error on your passport you must send in original certified document proving the correct information. This could be a birth certificate, naturalization certificate, marriage certificate, etc.

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**8) Government Fee \$79.53** [\(VIDEO GUIDE CLICK HERE\)](#)

- **Fee of \$79.53 is paid with a Personal Check or Money Order payable to “US Department of State”**
- Write applicant’s date of birth in the memo portion of your check or money order - The check or money order must be clearly written. If using a money order write your name, address, and date of birth.
- **Illegible writing, abbreviations, scratch outs, starter checks, or postdates get rejected and cause 4-day delay. For personal checks name AND address must be printed on the check. The State Department is very picky about the payment.**

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**9) Print the Order Confirmation Email**

- Print the PDF attached to your **order confirmation email** and include with your shipment
- This is the email you received with all of your order details. The attached PDF will have your shipping addresses on the bottom as well as your order info.

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**\*STOP\* - CALL 1-800-573-3738 BEFORE SHIPPING YOUR DATA CORRECTION APPLICATION - \*STOP\***

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- Put all checklist items along with the printed order confirmation inside the shipping envelope
- **When ready to ship - Call us at 1-800-573-3738 during business hours (M-F 8-5 EST)**

<b>SHIPPING ADDRESS #1</b> (SHIP FEDEX OR UPS 10:30AM DELIVERY)	<b>SHIPPING ADDRESS #2</b> (SHIP FEDEX OR UPS 10:30AM DELIVERY)
<b>URGENT PASSPORT</b> 47 W. POLK ST #100-525 CHICAGO, IL 60605	<b>URGENT PASSPORT</b> 3124 S. PARKER ROAD #A2-186 AURORA, CO 80014

