
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

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 one passport photo to the application using a vertical staple at each corner (include 2nd 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 printed foreign hotel confirm AND typed letter explaining ground travel
- If traveling for business you may type a company letter ([CLICK HERE FOR SAMPLE](#))

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.

8) Government Passport Fee of \$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.**

9) Print the Order Confirmation Email Attachment

- 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.

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

- 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)**

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