



**APPLICATION FOR A U.S. PASSPORT**  
**NAME CHANGE, DATA CORRECTION, AND LIMITED PASSPORT BOOK REPLACEMENT**

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS

Date of Application: \_\_\_\_\_

## CAN I USE THIS FORM?

Complete this checklist to determine your eligibility to use this form

I have changed my name since my most recent U.S. passport book and/or U.S. passport card was issued less than one year ago;

☐

Yes

☐

No

**OR**

My identifying information in my most recent U.S. passport book and/or U.S. passport card was printed incorrectly;

☐

Yes

☐

No

**OR**

My most recent, full-fee U.S. passport book was limited in validity, and was issued less than one year ago.

☐

Yes

☐

No

**OR**

My most recent, full-fee U.S. passport book was limited in validity due to a lost naturalization certificate or due to gender transition, and was issued less than two years ago.

☐

Yes

☐

No

**If you answered NO to ALL of the four statements above,  
STOP - You cannot use this form!**

You must apply on application form DS-11 or DS-82 depending on your circumstances. Please refer to those forms, visit [travel.state.gov](http://travel.state.gov), or contact the National Passport Information Center for further information.

**U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR ENTRY TO THE UNITED STATES AT LAND BORDER CROSSINGS AND SEA PORTS OF ENTRY WHEN TRAVELING FROM CANADA, MEXICO, THE CARIBBEAN, AND BERMUDA. THE U.S. PASSPORT CARD IS NOT VALID FOR INTERNATIONAL AIR TRAVEL.**

### INFORMATION, QUESTIONS, AND INQUIRIES

Please visit our website at [travel.state.gov](http://travel.state.gov). In addition, you may contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD: 1-888-874-7793) or by email at [NPIC@state.gov](mailto:NPIC@state.gov). Customer Service Representatives are available Monday-Friday 8:00a.m.-10:00p.m. Eastern Time (excluding federal holidays.) Automated information is available 24 hours a day, 7 days a week.

**FAILURE TO PROVIDE INFORMATION REQUESTED ON THIS FORM, INCLUDING YOUR SOCIAL SECURITY NUMBER, MAY RESULT IN SIGNIFICANT PROCESSING DELAYS AND/OR THE DENIAL OF YOUR APPLICATION.**

### NOTICE TO APPLICANTS RESIDING ABROAD

United States citizens residing abroad **CANNOT** submit this form to the domestic address listed on the Instruction Page 2. Such applicants should contact the nearest U.S. Embassy or Consulate for procedures to be followed when applying overseas.

**WARNING:** False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.

**See page 2 of the instructions for detailed information on the completion and submission of this form.**

If you choose to provide your email address in Item #6 on this application, Passport Services may use that information to contact you in the event there is a problem with your application or if additional information is required.

## WHAT DO I SEND WITH THIS APPLICATION FORM?

1. Your most recent U.S. passport book and/or passport card.
2. A recent color photograph.

● Submit a color photograph of you alone, sufficiently recent to be a good likeness of you (**taken within the last six months**), and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch, and not more than 1 3/8 inches. The photograph must be color, clear, with a full front view of your face. The photograph must be taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open, and must be printed on photo quality paper with a plain white or off-white background. The photograph must be taken in normal street attire, without a hat or head covering unless a signed statement is submitted by the applicant verifying that the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously when in public or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Headphones, "bluetooth", or similar devices must not be worn in the passport photograph. Glasses or other eyewear are not acceptable unless you provide a signed statement from a doctor explaining why you cannot remove them due to medical reasons (e.g., during the recovery period from eye surgery). Any photograph retouched so that your appearance is changed is unacceptable. A snapshot, most vending machine prints, hand-held self portraits, and magazine or full-length photographs are unacceptable. A digital photo must meet the previously stated qualifications, and will be accepted for use at the discretion of Passport Services. Visit our website at [travel.state.gov](http://travel.state.gov) for details and information.

### 3. Evidence to support a name change or other change in descriptive data.

- If your name has changed, the name change document you submit must be a certified copy of your marriage certificate or a certified copy of a court order showing a seal and officiate/judge signature. If you are unable to document your name change in this manner, you must apply on the DS-11 application form by making a personal appearance at (1) a passport agency; (2) U.S. Embassy or Consulate, if abroad; (3) any federal or state court of record or any probate court accepting passport applications; (4) a designated municipal or county official; or (5) a post office, which has been selected to accept passport applications.
- If there is a change or an error in the descriptive data in your recently issued passport, you must submit the appropriate evidence showing the correct information (e.g. certified birth certificate or certified marriage certificate as described above).
- All documentary evidence that is not damaged, altered, or forged will be returned to you.

**PLEASE NOTE:** If you are re-applying, because your U.S. passport book was limited in validity due to a lack of citizenship evidence or identity, please submit the necessary document as specified by Passport Services. Passports limited in validity due to multiple losses cannot be extended. Please contact the National Passport Information Center for detailed information and instructions.

## HOW DO I APPLY USING THIS FORM?

1. Complete, sign, and date this form.
2. Send this form with your most recent U.S. passport book and/or passport card, any required additional evidence, and a recent color photograph.

### MAIL FORM TO:

#### **FOR ROUTINE SERVICE:**

National Passport Processing Center  
Post Office Box 90107  
Philadelphia, PA 19190-0107

#### **FOR EXPEDITED SERVICE (Additional Fee):**

National Passport Processing Center  
Post Office Box 90907  
Philadelphia, PA 19190-0907

Because of the sensitivity of the enclosed documents, Passport Services recommends using trackable mailing service when submitting your application.

## IS THERE A FEE ASSOCIATED WITH THIS FORM AND HOW WILL MY NEW U.S. PASSPORT BOOK AND/OR PASSPORT CARD BE MAILED BACK TO ME?

There is no fee associated with the use of this form unless expedited service is requested (see below). Your re-issued passport book and/or passport card and any documentary evidence submitted to Passport Services will be returned to you by priority or first class mail, unless overnight delivery is requested. You may receive your newly issued document and your returned citizenship evidence in separate mailings. If you are applying for both a U.S. passport book and card you may receive **three separate mailings**; one with your returned citizenship evidence; one with your newly issued U.S. passport book, and one with your newly printed U.S. passport card.

**OVERNIGHT DELIVERY SERVICE:** If you desire overnight delivery service for the return of your passport, include the appropriate fee with your payment.

**FASTER PROCESSING:** For an additional fee, you may request expedited service. Please include this fee in your payment, and submit the application to the appropriate address. **Please write "Expedite" on the outer envelope when mailing. ALSO, TO ENSURE MINIMAL PROCESSING TIME for expedited applications, Passport Services recommends using overnight delivery when submitting the application AND including the appropriate postage fee for return overnight delivery for the completed passport.** Expedited service is only available in the United States. Please visit [travel.state.gov](http://travel.state.gov) for updated information regarding fees and processing times.

Enclose the expedite and/or overnight delivery fee in the form of a personal check or money order. **MAKE CHECKS PAYABLE TO "U.S. DEPARTMENT OF STATE." THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. DO NOT SEND CASH.** Passport Services cannot be responsible for cash sent through the mail. By law, the fees are non-refundable. Please visit our website at [travel.state.gov](http://travel.state.gov) for detailed information regarding current fees.

**NOTE REGARDING MAILING ADDRESSES:** Passport Services will not mail a passport to a private address outside the United States. If you do not live at the address listed in the "mailing address", then you must put the name of the person, and mark it as "In Care Of." If your mailing address changes prior to receipt of your new U.S. passport, please contact the National Passport Information Center at 1-877-487-2778 or visit [travel.state.gov](http://travel.state.gov).

## NOTICE TO CUSTOMERS APPLYING OUTSIDE A STATE DEPARTMENT FACILITY

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check, and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times, and we will charge you a one-time fee of \$25, which we will also collect by EFT.

## REMITTANCE OF FEES

Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 C.F.R. 22.1, and 22 C.F.R. 51.50-56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the U.S. Department of State will take action to collect the delinquent fees from you under 22 C.F.R. Part 34, and the Federal Claims Collection Standards (see 31 C.F.R. Parts 900-904). In accordance with the Debt Collection Improvement Act (Pub.L. 104-134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the U.S. Department of State will refer the debt to the U.S. Department of Treasury for collection. Debt collection procedures used by the U.S. Department of Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible federal payments (e.g., tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred. In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

## NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet the provisions listed, however, you must CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.

## IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS U.S. PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen U.S. Passport. Your statement must detail why the previous U.S. passport book or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or passport card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or passport card. Anyone using the passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or passport card reported lost or stolen at a later time, report it as found, and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

## PROTECT YOURSELF AGAINST IDENTITY THEFT! REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

For more information or to report your lost or stolen U.S. passport book or passport card by phone, call NPIC or visit our website at [travel.state.gov](https://travel.state.gov).

## SPECIAL NOTICE TO U.S. PASSPORT CARD APPLICANTS ONLY

The maximum number of letters provided for your given name (first and middle) on the U.S. Passport Card is 24 characters. The 24 characters may be shortened due to printing restrictions. If both your given names are more than 24 characters, you must shorten the given name you list on item 1 of this form.

## ACTS OR CONDITIONS

If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.

I have not, since acquiring United States citizenship/nationality, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the government of the United States.

Furthermore, I have not been convicted of a federal or state drug offense or convicted for "sex tourism" crimes statute, and I am not the subject of an outstanding federal, state, or local warrant of arrest for a felony; a criminal court order forbidding my departure from the United States; a subpoena received from the United States in a matter involving federal prosecution for, or grand jury investigation of, a felony.

## PRIVACY ACT STATEMENT

**AUTHORITIES:** We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

**PURPOSE:** We are requesting this information in order to determine your entitlement to receive the passport service for which you are applying. The collection of the Social Security number will be used for identity/entitlement verification only and no other purpose unless authorized by law.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad.

More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and State-26, Passport Records.


**DISCLOSURE:** Providing your Social Security number and the other information on this form is voluntary, but failure to provide the information on this form may, given the form's purpose of verification of your identity or entitlement, result in processing delays or denial of your application.

## ELECTRONIC PASSPORT STATEMENT

The U.S. Department of State now issues an "Electronic Passport" book, which contains an embedded electronic chip. The electronic passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the passport book to carry a duplicate electronic copy of all information from the data page. The electronic passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the electronic passport book provides for faster clearance through some of the port-of-entry processes.

The electronic passport book does not require special handling or treatment, but like previous versions should be protected from extreme heat, bending, and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the electronic passport book is printed with a special symbol representing the embedded chip. The symbol  will appear in port-of-entry areas where the electronic passport book can be read.

## PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 40 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 2201 C Street NW, Washington, D.C. 20520.



<b>Name of Applicant</b> (Last, First & Middle)				<b>Date of Birth</b> (mm/dd/yyyy)	
<b>11. Height</b>	<b>12. Hair Color</b>	<b>13. Eye Color</b>	<b>14. Occupation</b> (if age 16 or older)		<b>15. Employer or School</b> (if applicable)
<b>16. Additional Contact Phone Numbers</b>					
		<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> _____		
		<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> _____		
<b>17. Permanent Address:</b> If P.O. Box is listed under Mailing Address <u>or</u> if residence is different from Mailing Address.					
Street/RFD # or URB ( <b>No P.O. Box</b> )					Apartment/Unit
City			State	Zip Code	
<b>18. Emergency Contact</b> - Provide the information of a person not traveling with you to be contacted in the event of an emergency.					
Name		Address: Street/RFD # or P.O. Box			Apartment/Unit
City		State	Zip Code	Phone Number	Relationship
<b>19. Travel Plans</b>					
Departure Date (mm/dd/yyyy)		Return Date (mm/dd/yyyy)		Countries to be visited	
<b>Please complete the following questions regarding your current passport book and/or passport card</b>					
<b>Has your name changed by marriage or court order since your U.S. passport book or passport card was issued?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please complete this section with your current information.			<b>Current Name</b> Last <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> First <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> Middle <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>		
<b>Note: To complete a name change your submitted U.S. passport book and/or passport card must be less than one year old.</b>  Please submit evidence documenting your name change (such as a certified marriage certificate or court order) and your current U.S. passport book and/or passport card, along with this completed form to the address listed on page 2 of the instructions.					
<b>Was your identifying information printed incorrectly in your U.S. passport book or passport card?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please complete the information as it should appear, and <b>check only the box(s) next to the field(s) to be corrected.</b>			<input type="checkbox"/> <b>Name</b> Last <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> <input type="checkbox"/> <b>First</b> <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> <input type="checkbox"/> <b>Middle</b> <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> <input type="checkbox"/> <b>Date of Birth</b> (mm/dd/yyyy) <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> <input type="checkbox"/> <b>Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> <b>Place of Birth</b> (State or Country) <div style="height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>		
Please submit evidence documenting your correct identifying information (such as a certified marriage certificate or birth certificate) and your current U.S. passport book and/or passport card, along with this completed form to the address listed on page 2 of the instructions.					
<b>Was your most recent U.S. passport limited for one year or less?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please submit evidence of your United States citizenship (such as a government-issued birth certificate) and/or evidence of your identity (such as a driver's license or a state issued identification (ID) card).			<b>Note: To complete a limited U.S. passport book replacement, your submitted U.S. passport book must not be expired. Passport books limited in validity because of multiple losses, damages, or mutilations cannot be extended.</b>  <b>Please be sure to enclose your U.S. passport book along with this application to the address listed on page 2 of the instructions.</b>		



\* DS 5504 A 11 2013 2 \*