

PROMPT PASSPORT SERVICES

Required Document Checklist — Standard Name Change U.S. Passport Requirements

1. REQUIRED DOCUMENTS

☐ **DS-82 Application Form**

Complete Form DS-82 online via the official government tool, print it single-sided, and sign and date it by hand.

☐ **Legal Name Change Document (Original)**

You must provide an original or certified copy of your official legal name change document. Damaged documents or uncertified photocopies are not accepted by the government. Examples include:

- Certified Marriage Certificate
- Official Divorce Decree (stipulating the name change back to a maiden name)
- Certified Court Order (for a legal name change petition)

☐ **Current or Expired Passport**

You must submit your most recent passport book with your application. It must be undamaged and issued within the last 15 years.

☐ **Passport Photo**

One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, or filters.

☐ **Government Fee (Check or Money Order)**

Provide a personal check or cashier's check made out exactly to **"U.S. Department of State"**. Write your full name and Date of Birth on the memo line. Cash or credit card payments cannot be accepted.

- **Standard Passport Book: \$153.36** (Includes government routine processing fee and 1-2 day return shipping)
- **Standard Passport Book & Card: \$183.36** (Passport card ships separately via standard mail)

2. SHIPPING INSTRUCTIONS

Because we provide nationwide service, all application packets must be securely packaged and shipped directly to our central processing hub:

Prompt Passport Services
Attn: Eric Mita or Mike Hatzantonis
2324 S Lambert Street
Philadelphia, PA 19145

- **Shipping Method:** Ship via FedEx with "No Signature Required" selected to ensure immediate delivery and processing at our hub.
- **Tracking:** Email your FedEx tracking number to our support team as soon as your package is shipped so we can monitor your incoming application.