

PROMPT PASSPORT SERVICES

Required Document Checklist — Emergency 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)

☐ Letter of Authorization (LOA)

Provide ONE (1) signed copy. This form authorizes our service to manage and submit your application package securely.

☐ 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.

- **Emergency Passport Book: \$213.36** (Includes government fee, expedited processing fee, and 1-2 day return shipping)
- **Emergency Passport Book & Card: \$243.36** (Includes government fee, expedited processing fee, and 1-2 day return shipping)

☐ Proof of Urgent Travel

Provide a printed copy of your flight itinerary, travel ticket, or official proof showing urgent international travel plans.

2. SHIPPING INSTRUCTIONS

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

Send your documents to:

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.