

Download and complete all the required forms

(If your passport was issued less than year ago use Form DS-5504, if not use Form DS82)

- [Form DS-5504](#): complete the name change form online. Once you complete the form you must print out sign and date it
- [Form DS-82](#): complete passport renewal form online. Once you complete the form you must print out sign and date it.
- [Letter of Authorization](#): complete the letter of authorization and print two copies. Sign and date both copies of the letter authorization.
- [Order form](#): complete the order form and print out two copies. Keep one copy for your records and send the second one to “American Passport & Visa Experts.”

Requirements for a Name Change application

- o Your most recent passport: must be issued within the last 15 years at the age of 16 or older
- o Court documentation if your name has changed: original or a certified copy of your marriage license, divorce decree or any other legal document
- o Two identical passport size photos: the photographs must be color, clear with a full front view of your face.
- o Proof of departure: copy of your travel itinerary or an airline ticket. If this is a business trip you may use a company letter with a specific date of departure.
- o Government fee: a check or money order made out to U.S. Department of State for \$170.00 . Please, write your name and date of birth on this check.

Shipping Checklist

- Online completed, signed and dated DS-82
- 2 completed and signed Letter of Authorization
- your most recent passport
- Original court order if you have a name change
- 2 passport size photos
- Copy of travel itinerary
- Government fee of \$170.00 • FedEx return mailing fee: \$27.00
- Service fee: [Order Page](#)

Shipping instructions

- Send your package via FedEx Priority Overnight to:
- American Passport & visa Experts Inc. Attn: Andrew Galvan 555 Republic Drive Suite 308
Plano, TX 75074 phone # (972) 801-4907 email: passportexperts@yahoo.com
- Please call 972-801-4907 to confirm your date of departure and to give us the tracking number of your FedEx package.