



Passport Re-Application

Required Documents List:

1-Your current passport:

The passport must have been issued no more than 1 year ago, and one of the following situations must apply:

- 1- Your name has legally changed since your passport was issued, **or**
- 2- Information was printed incorrectly in your passport, **or**
- 3- Your passport was issued abroad with a limited validity of one year.

2-Completed Form (DS-5504):

Passport Form DS-5504, “Name Change, Data Correction and Limited Passport Replacement.”

This must be completed online at <https://pptform.state.gov/PassportWizardMain.aspx> (**Apply for a Passport Book**). The application must be completed, printed out, signed and included in your package to eVisa Center. An original signature, preferably in blue ink, is required; no faxes, scans or copies will be accepted. [Click her](#) to print instructions on how to complete your online application.

If completing Form DS-5504 by hand, do so legibly and in black ink. Make sure that all of the entered information is complete and correct. Illegible applications may delay application processing times.

3-Two Identical Passport Photos:

Two passport size (2”x2”) color photographs, taken within the last six months:

The photos must be identical and printed on high-quality photo paper, and must have a white or off-white background. The photos must measure 2”x2” and meet the head size criteria specified at http://travel.state.gov/passport/guide/faq/faq_881.html

No uniforms, sunglasses or hats are allowed, except for headgear worn daily for religious reasons. A signed letter from the applicant must be included explaining that the item is worn daily for religious reasons.

4-Letter of Authorization:

eVisa Center Letter of Authorization, completed and signed:

The Letter of Authorization allows eVisa Center to represent you at the passport agency involved in issuing your passport. The signature on the Letter of Authorization must be original, no faxes, scans or copies will be accepted. **Please print two copies.**

5-Proof of Departure:

Submit a copy of your flight itinerary, airline tickets, or a letter from your company (on company letterhead) stating that a passport is required for business travel. This letter must be signed by a representative of the company other than the applicant and must specify the applicant’s departure date(s) and destination(s).



6-Proof of name change, if applicable:

If your name has legally changed since your last passport was issued, provide the state-issued Original Document or Certified Copy showing the name change (i.e. Marriage Certificate, Divorce Decree, or Court Order). You must also submit a photocopy of your Driver's License issued in your new name.

7-Proof that identifying information was printed incorrectly, if applicable:

Provide an original document or certified copy demonstrating the correct information, such as a birth certificate or expired passport.

8-Government Fees:

Passport processing fee of \$60 (Expedited Service Fee), payable to **US Department of State**. Please note that starter checks are not accepted.

9-Service Order Form:

[Download service order form](#) to completely fill-out, print out, and sign the Service Order Form.

Ship Documents to eVisa Center:

Please ship your documents via FedEx Priority Overnight or any other next day service. All package received after 8:30 AM will be processed next day.

To have your package processed same day you must ship it via FedEx First Overnight.

Your package should include all items (1-9)

eVisa Center

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