

# Checklist for DS-5504 Name Change, Data Correction, or Replace Limited Issued Passport

The Transportation Division, Passport Acceptance Office processes additional visa page applications as well as official and no-fee passport applications on an appointment basis. You may call our office at 753-8557 to schedule an appointment. You must refer to specifics listed within the attached pages, or on the following website at: <http://humphreys.korea.army.mil/Passports>

You may also submit your application directly to the US Embassy, or US Embassy personnel on the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1400 hours.

1. \_\_\_\_ Form DS-5504 (Application Name Change/Data Correction/limited issued replacement passport): Instructions for properly completing the form, and a link to the form, are available on our website. (<http://humphreys.korea.army.mil/Passports>). The form must be completed on-line, contain a bar code in the upper left corner of the first page. The form must be printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, and cannot be pre-signed. The applicant (both parents with minor child) must appear in person, and all signatures must be witnessed by an authorized acceptance agent at the time of submission.
2. \_\_\_\_ US Passport (**undamaged**) with one of the following issues:
  - Your passport was issued less than one (1) year ago, AND your name has been legally changed due to marriage or court order, or
  - Your passport is currently valid and has a printing error or incorrect date of birth, or
  - Your passport was issued less than one (1) year ago, AND you are replacing a “limited” passport
3. \_\_\_\_ Evidence of applicant’s name change/data correction/limited issue instructions (one of the following **original** documents, as appropriate):
  - Marriage Certificate (certified with raised seal)
  - Court Ordered Name Change (certified with raised seal)
  - US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
  - Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
  - Certification of Birth (Form DS-1350) (Issued by US State Department)
  - Naturalization Certificate (Issued by US Department of Homeland Security)
  - Certificate of Citizenship (Issued by US Department of Homeland Security)
  - Letter of instruction regarding the issuance of a limited use passport.
4. \_\_\_\_ Two (2) Passport Photographs (**for name change applications only**).
  - Tourist passport application: In normal street attire.
  - Diplomatic/official/No-Fee passport application: In conservative clothing (no t-shirts/tank-tops).The photograph for a US passport must conform as follows:
  - The photograph must be identical.
  - The photograph must be in color.
  - The photograph must be two (2) inches x two (2) inches in size (with no borders).
  - The photograph must have been taken within the past six (6) months, showing current appearance.
  - The photograph must display full face, front view, with plain white or off-white background.
  - The distance from the bottom of the chin to the top of the head must be between one 1 inch and 1-3/8 inch.
  - The photograph cannot display any clothing that resembles military attire or color
  - The same photograph cannot be used for different types of passports

- The photograph cannot show any features of anyone holding the child (**newborn child only**).
- A white sheet/blanket must cover the baby's body from the lower neck down (**newborn child only**).
- The photograph must display the baby with clearly open eyes (**newborn child only**).
- Vending machine photographs are generally not acceptable, and photograph should be printed on a laser quality printer.

Diplomatic/official/no-fee passport photographs may be obtained at no charge through the Visual Information Center at: [https://www.vios-akowest.army.mil/\(S\(cflg2145rn4rlo45ybv54455\)\)/Login/AKOLogin.aspx](https://www.vios-akowest.army.mil/(S(cflg2145rn4rlo45ybv54455))/Login/AKOLogin.aspx)

You must visit the CP Humphreys Passport office to be provided a Memorandum authorizing the Visual Information Center to issue you an Official/No Fee or Diplomatic passport photograph.

**DO NOT attach photograph(s) to passport or visa applications.**

5. \_\_\_\_ Evidence of parents/guardians relationship to the applicant (**applicants age 15 and younger**) (one of the following) (**original**):

- US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
- Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
- Certification of Birth (Form DS-1350) (Issued by US State Department)
- Adoption Decree (court certified with raised seal)
- Court Order (certified with raised seal) establishing custody.
- Court Order (certified with raised seal) establishing guardianship.

6. \_\_\_\_ Name Change:

- All applicants whose name has changed since birth or from when their last passport was issued must provide documentation of a name change when applying for a US Passport. The documentation must be certified copies: Photocopied, faxed or scanned copies are not acceptable. Documentation examples: Marriage certificate, Divorce document, Legal name change by court order.

**The following documents are required only for diplomatic/official/no-fee passport applications:**

7. \_\_\_\_ Documentary proof of entitlement to diplomatic/official/no-fee passport (**all of the following**):

- Military servicemembers (**all of the following**):
  - Assignment orders to Korea or gaining assignment from Korea.
  - Memorandum of support for official passport (**see our website for sample**).
- Military family member(s): Command-sponsorship orders listing applicant (to include amendments and extensions).
- DoD employees and their family member(s) (**all of the following**):
  - DD Form 1614 (Permanent Duty Travel Order) to Korea.
  - Letter of Employment (signed by CPAC) listing applicant.
  - DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC).
- DoDDS employees and their family member(s) (**all of the following**):
  - DD Form 1614 (Permanent Duty Travel Order) to Korea.
  - Letter of Employment (signed by DODDS Korea District) listing applicant.
  - DD Form 1616 (Transportation Agreement signed by DODDS Korea District).

8. \_\_\_\_ DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa): The form, and instructions for properly completing the form, is available on our website.

9. \_\_\_\_ Request to Expedite Passport Application. The format for this memorandum is available on our website.