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# DS 5504 Change/Correct US Passport

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# DS 5504 Change/Correct US Passport



- Passports**
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## Passports

Print Email

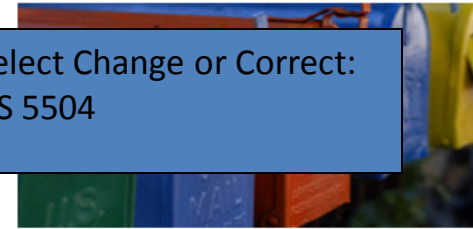
### Passport Announcements

- All Passport Agencies Closed MLK Day, January 17
- Castelano Class Member Applications Due December 31
- Minor Consent Forms Available February 1, 2011

- Passport Application: DS-11
- Passport by Mail: DS-82
- Add Pages: DS-4085
- Change or Correct: DS-5504**
- Report Lost or Stolen: DS-64
- Minor Consent: DS-3053

Select Change or Correct: DS 5504

### Renew By Mail



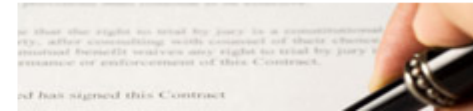
- First Time Adult Applicant (Age 16 and Older)
- Minor Applicant (Under Age 16)
- Where to Apply in the U.S.

- Renew a Passport
- Have a Passport Book?
- Apply for a Passport Card by Mail

### Lost or Stolen U.S. Passport



### Correct or Change U.S. Passport Information



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# DS 5504 Change/Correct US Passport



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## SUBMIT FORM DS-5504 IF:

- You need to **change** your name in your valid U.S. passport
- You need to **extend** the validity of a **limited passport** (if eligible)
- You need to **correct** a **printing error** in your valid U.S. passport



If your U.S. passport was issued **more** than one year ago, you **may not** be eligible to use Form DS-5504. See [Correcting or Changing Information in Your U.S. Passport](#) for more information.

## STEPS TO SUBMITTING FORM DS-5504 :

Read and understand **Steps 1-3 before** leaving this page. There is **no fee** when submitting Form DS-5504 using [Routine Processing](#). **Printing errors (typos)** will be corrected at **any time** while the passport is **valid** for no fee using Form DS-5504.

### STEP 1: Complete and Print Form

**Enter your information online and print Form DS-5504.** Print the completed form using black ink on one-sided pages.

Complete Online & Print

**Print a blank Form DS-5504 and complete by hand.** Print the form on one-sided pages and

Choose Complete Online & Print.



# DS 5504 Change/Correct US Passport



## TRAVEL.STATE.GOV

A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS  
U.S. Department of State

### Application for U.S. Passport

Before you may enter your personal information to get a passport, you must review the Department of State's [Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers](#).

This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them.

I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers.

Submit

Cancel

Check the box

To report technical problems with this web site, please email us at [passportweb@state.gov](mailto:passportweb@state.gov)

Choose Submit

managed by the Bureau of Consular Affairs, U.S. Department of State. Other Internet sites should not be construed as an endorsement of the views contained therein. [Copyright Information](#) [Disclaimers](#)



# DS 5504 Change/Correct US Passport



[Estimate Your Passport Fees](#)

Fill out your application online

### What you'll need:

- Most recent passport book (if applicable)
- Emergency contact information
- A printer
- [Adobe Acrobat Reader](#)

### Apply Online

- Apply for a passport for the first time
- Apply for a passport book, card, or both
- Renew an expired passport
- Update or correct passport information
- Replace a damaged or limited validity passport

Submit

### Add Visa Pages

- Add blank visa pages to frequently used passports
- Add blank visa pages when traveling to countries that require several blank pages

### Report Lost or Stolen

- Submit online a lost or stolen report for adults
- Fill out and print a lost or stolen report for minors

### Check Status

- Check the status of a recently submitted passport application

Select "Submit" under Apply Online



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# DS 5504 Change/Correct US Passport



## About You

First Name: \*  
JOHN

Middle Name:

Last Name: \*  
PUBLIC

Suffix:

DO NOT use "MR", "MRS", "MS" or "MISS" in this entry.

Date Of Birth: \* ?  
01/02/1971

City Of Birth: \* ?  
KNOXVILLE

Country Of Birth: \* ?  
UNITED STATES

State Of Birth: \* ?  
TN - TENNESSEE

Social Security Number: \* ?  
000-00-0000

Gender: \*  
 Male  Female

If employed, you must enter your actual duty title.

Hair Color: \*  
Brown

Height: \*  
Feet: 5 Inches: 8

If employed, you must enter your actual employer.

Eye Color: \*  
Blue

Your Occupation: \* ?  
TRANSPORTATION COORDINATOR

Otherwise, enter "Child", "Spouse", etc.

Your Employer: ?  
US ARMY

Otherwise, enter "Student", "Unemployed", etc.

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# DS 5504 CHANGE/CORRECT US PASSPORT



**TOURIST PASSPORTS ONLY**

## Contact Information

Where should the passport be mailed?

Street Address/RFD#, P.O. Box, or URB: \*  
HHC USAG-H UNIT # 15228

**TOURIST PASSPORTS: ENTER YOUR LOCAL APO MAILING ADDRESS**

Street Address 2  
(apartment, company, suite, unit, building or floor if applicable): ?  
BOX #999

City: \*  
APO

Country: \*  
UNITED STATES

State: \*  
AP - AF PACIFIC

Zip Code: \*  
96271

**TYPE IN AP FOR THE STATE**

In Care Of (e.g. In Care Of - Jane Doe): ?  
[Empty field]

Is This Your Permanent Address? \* ?  
 Yes  No

Please Enter your Permanent Address below:





# DS 5504 CHANGE/CORRECT US Passport



**OFFICIAL/NO FEE PASSPORTS ONLY**



U.S. DEPARTMENT OF STATE  
Online Passport Application

## Contact Information

Where should the passport be mailed to?

Street Address/RFD#, P.O. Box, or URB: \*  
PASSPORT SECTION BUILDING 544 ROOM

TYPE IN: PASSPORT SECTION BUILDING 544 ROOM 11

Street Address 2  
(apartment, company, suite, unit, building or floor if applicable): ?  
CAMP HUMPHREYS - US ARMY GARRISON

**FOR OFFICIAL/NO FEE PASSPORTS YOU MUST ENTER THE FEDEX COMMERCIAL ADDRESS AS SHOWN.**

City: \*  
PYEONGTAEK CITY

Country: \*  
KOREA

State: \*  
State Not Required

Zip Code: \*  
451-713

In Care Of (e.g. In Care Of - Jane Doe): ?  
[Empty field]

Is This Your Permanent Address? \* ?  
 Yes  No

**DO NOT** select the above address as your permanent address.

Please Enter your Permanent Address below:



# DS 5504 Change/Correct US Passport



Please Enter your Permanent Address below:

Street Address/RFD#: \*

124 RIDGERUNNER ROAD

Apt./Suite:

Street Address 2:

City: \*

KNOXVILLE

Country: \*

UNITED STATES

State: \*

TN - TENNESSEE

Zip Code: \*

00000

Your permanent address **CANNOT** be an APO or PO Box address, **THE ADDRESS MUST BE A PHYSICAL RESIDENTIAL ADDRESS.**

The State Department recommends you list a permanent address in the United States, and if none, then list a permanent address for your closest living relative.




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# DS 5504 Change/Correct US Passport



## Your Email Address

Email Address: 

JOHN.PUBLIC@US.ARMY.MIL

## Your Phone Number

Phone Number      Type:  
(no dashes):

01182279188111      Home



011825057388111      Work



0118210738811      Cell



When entering your e-mail address and phone numbers, it's important to note that the information you enter **MUST** be accurate information, and phone numbers **MUST** be entered in the proper format to reach you when being called from the United States.

If there are problems with your application, or additional information needed, and the State Department is unable to make contact directly with you based on the information provided, your application will be placed on hold while contact is made by regular mail.

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# DS 5504 Change/Correct US Passport



## Travel Plans

Please complete this section with **known** or **anticipated** travel plans.

Date Of Your Trip? <sup>?</sup>

01/02/2012

Length Of Trip? <sup>?</sup>

24 MONTHS

Countries To Be Visited? <sup>?</sup>

KOREA

### TOURIST PASSPORTS:

You may enter any travel plans you desire, or leave these entries blank.

**Note:** If you are traveling on assignment, do not mail in your passport application. If you are on PCS, your application must be completed before your travel date. Please call the Information Center at 1-877-487-2778 (TDY) for an appointment to appear in person.

### OFFICIAL PASSPORTS:

If your application is based on your assignment to Korea, **enter the current date (or next allowable date)**, enter the number of months remaining on your tour in Korea, and enter "Korea" as the country to be visited.

If application based on a PCS assignment to another foreign country, enter the date you are departing Korea, the number of months of your tour at your new assignment, and the country.

**If Active Duty Military**, you can only obtain an official passport based on assignment/TDY to a country requiring the use of an official passport (as defined in the Foreign Clearance Guide). You must list the specific countries your duties will take you to. In addition, you must provide a memo from your organization, signed by someone with authority, specifically listing those exact same countries.



# DS 5504 Change/Correct US Passport



## Who should we contact in case of an emergency?

First & Last Name:

JOHNNY CITIZEN

Street Address / RFD# Or P.O. Box:

124 RIDGERUNNER ROAD

Apt/Suite#:

City:

KNOXVILLE

State:

TN - TENNESSEE

Zip Code:

00000

Telephone Number (no dashes):

9999999999

Relationship:

FATHER

The State Department recommends you **DO NOT** list someone who is traveling with you.

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# DS 5504 Change/Correct US Passport



## Your Most Recent Passport

Have you been issued any of the following? \*

- Passport Book     Passport Card     Both     None

### Passport Book

Do you still have the book in your possession? \*

- Yes                       No, it was Lost  
 No, it has been Stolen  
 No, it was Damaged  
or Mutilated  
 Other...

NOTE! By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued:

Your name as listed on your most recent book:  
First and Middle Name:

Last Name:

Book number:

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# DS 5504 Change/Correct US Passport



## Your Most Recent Passport

Was the data printed correctly in your most recent document? \*

- No, it was printed incorrectly on my passport book
- Yes, it was printed correctly

Select which applies to the reason you are requiring a change or correction to your passport.

Please select the item(s) that are printed incorrectly

- |   |   |
|---|---|
| <input type="checkbox"/> Last Name                | <input type="checkbox"/> First Name     |
| <input type="checkbox"/> Middle Name              | <input type="checkbox"/> Place of Birth |
| <input checked="" type="checkbox"/> Date of Birth | <input type="checkbox"/> Gender         |

Has your name changed since your most recent document was issued? \*

- Yes, it has changed since I got my passport book
- No, it has not changed since I was issued a document

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# DS 5504 Change/Correct US Passport



## Are you known by other names?

Other Names ?

Other First Name:

Other Last Name:

Don't forget to enter "maiden" name, if applicable.

 Add Another Name

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To report technical problems with this web site, please email us at [passportweb@state.gov](mailto:passportweb@state.gov)





# DS 5504 Change/Correct US Passport



U.S. DEPARTMENT *of* STATE

Online Passport Application

TRAVEL.STATE.GOV

[? Need help with this Site?](#)

## Passport Application Review

Review the data below and make edits if needed

Name Provided: **JOHN Q PUBLIC**

Date Of Birth: **01/02/1971**

Place Of Birth: **KNOXVILLE, TN**

Social Security Number: **000-00-0000**

Sex: **Male**

Height: **5FT. 8IN.**

Hair Color: **Brown**

Eye Color: **Blue**

Occupation: **TRANSPORTATION COORDINATOR**

Employer: **US ARMY**

 Edit

Review and edit all fields as necessary.

Mailing Street Address: **PASSPORT SECTION BUILDING 544  
ROOM 11**

 Edit

Mailing Street Address 2: **CAMP HUMPHREYS - US ARMY  
GARRISON**

City: **PYEONGTAEK CITY**

Country: **KOR**

State:

Zip Code: **451-713**

In Care Of:



# DS 5504 Change/Correct US Passport



Permanent Address Same As **No**  
Mailing Address?:

Permanent Street Address: **124 RIDGERUNNER ROAD**

Apartment Number:

Permanent Street Address 2:

City: **KNOXVILLE**

Country: **USA**

State: **TN**

Zip Code: **00000**

 Edit

Review and edit all fields as necessary.

Email Address: **JOHN.PUBLIC@US.ARMY.MIL**

Home Phone: **01182279188111**

Work Phone: **011825057388111**

Cell Phone: **0118210738811**

 Edit

Date Of Trip: **01/02/2012**

Length Of Trip: **24 MONTHS**

Countries To Be Visited: **KOREA**

 Edit

Emergency Contact: **JOHNNY CITIZEN**

Relationship: **FATHER**

Street Address : **124 RIDGERUNNER ROAD**

Apartment Number:

City: **KNOXVILLE**

State: **TN**

Zip Code: **00000**

Contact Phone: **9999999999**

 Edit



# DS 5504 Change/Correct US Passport



Have Passport Book: **Yes**

 Edit

Name On Previous Passport Book: **JOHN PUBLIC**

Previous Passport Book Number: **999999999**

Book Issuance Date: **01/01/2005**

Book Still In Possession: **Yes**

 Edit

Review and edit all fields as necessary.

Have Passport Card: **No**

 Edit

Data Printed Incorrectly: **No, it was printed incorrectly on my passport book**

 Edit

Name Changed Since Document Issued: **No, it has not changed since I was issued a document**

The "Preview Form" button will allow you to view your application as how it will look when you print it. HOWEVER, this button is **NOT** to be used to save your application, as it will not allow you to print the document. You must continue through the remaining menus in order to view and print your application.

Preview Form

**KEEP SELECTING NEXT**

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# DS 5504 Change/Correct US Passport



## Summary of Passport Fees

### Travel Document For JOHN PUBLIC

Passport Book Fee (FREE): ?

Select Passport Book Free

Passport Card Fee (\$30): ?

### Passport Book

#### Delivery Options ?

Priority Mail (FREE):

Overnight (\$12.72):

#### Additional Options

Expedite (\$60): ?

**TOURIST PASSPORTS  
SUBMITTED FROM  
KOREA CANNOT BE  
OVERNIGHT OR  
EXPEDITE**

Total Cost For JOHN PUBLIC:

\$0.00

**KEEP SELECTING NEXT**

\* **No Passport Fee Exceptions:** If you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.

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# DS 5504 Change/Correct US Passport



## Next Steps

After reading and acknowledging your understanding of the instructions, you will be ready to generate your Passport Application form(s).

### 1 Print Your Application(s).

Be sure to SIGN & DATE your DS-5504 (Data Correction, and Limited Passport Book Replacement)

[Click Here to view Printing Instructions](#)

**DO NOT SIGN & DATE YOU APPLICATION.**

If submitting your application through Transportation Division Passport Office, you must sign and date your application in front of an acceptance agent.

Scroll to the very bottom of this page to save and/or print out your application. As each application is unique, our website provides detailed guidance as to what documentation is required in support of your application.

### 2 How to Submit Your Application

Mail your DS-5504 application to the following address:



**National Passport Processing Center**  
Post Office Box 90107  
Philadelphia, PA 19190-0107

If you are applying within 2 weeks, you can make an appointment to apply at a Passport Agency by contacting the National Passport Information Center toll-free at 1-877-487-2778 (TDD: 1-888-874-7793). The automated appointment system is available 24/7.



# DS 5504 Change/Correct US Passport



## 3 What to Submit With Your Application(s)



### Two Recent Passport Photos

[Click here](#) to view details on submitting a passport photo



### Correct Passport Fees

There is no charge for this service.

See the [Passport Fees](#) for more information.



### Most Recent U.S. Passport Book

Click to Box

I have read and acknowledge the steps and information contained above.

#### 1. Create Form

This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

Create Form

\* [Adobe Acrobat](#) is required

#### 2. Start New Application

This will return you to the beginning of the Wizard so you may complete your application form before proceeding.

Start New Application

Click on "Create Form". This will produce a PDF (non-editable) application which you can save to your computer and/or print.



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# DS 5504 Change/Correct US Passport



The passport application contains a total of 6 pages. The first 4 pages are instructions. When submitting your application, **you only need to print the last two pages.**

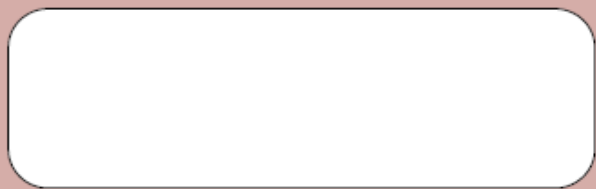


NAME

REPLACEMENT

OMB APPROVAL NO. 1405-0160  
EXPIRATION DATE: 12-31-2013  
ESTIMATED BURDEN: 30 MIN

Attention: Read WARNING on page 1 of instructions  
Please select the document(s) for which you are applying:  
 U.S. Passport Book     U.S. Passport Card     Both  
The U.S. passport card is not valid for international air travel. For more information see page 1 of instructions.  
 28 Page Book (Standard)     52 Page Book (Non-Standard)  
Note: The 52 page option is for those who frequently travel abroad during the passport validity period and is recommended for applicants who have previously required the addition of visa pages.



1. Name Last  
PUBLIC  
First  
JOHN

A correctly completed application will display a bar code in the upper left corner. If done incorrectly, this space will be blank.

2. Date of Birth (mm/dd/yyyy)    M    F  
01    02    1971    X      
KNOXVILLE, TENNESSEE

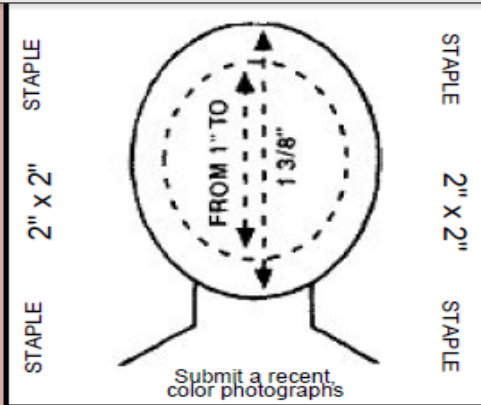
5. Social Security Number    6. Email Address (e.g. my\_email@domain.com)    7. Primary Contact Phone Number  
000    00    0000    JOHN.Q.PUBLIC@US.ARMY.MIL    011    822    79188111

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.  
PASSPORT SECTION BUILDING 544 ROOM 11  
Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g. In Care Of - Jane Doe, Apt # 100)  
CAMP HUMPHREYS - US ARMY GARRISON  
City    State    Zip Code    Country, if outside the United States  
PYEONGTAEK CITY       451-713    KOREA

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)  
A.    B.



# DS 5504 Change/Correct US Passport



## 10. Passport Book and/or Passport Card Information

Your name as listed on your most recent passport book and/or passport card

**JOHN Q PUBLIC**

Most recent passport book number

999999999

Book Issue Date (mm/dd/yyyy)

01/02/2011

Most recent passport card number

Card Issue Date (mm/dd/yyyy)

**CONTINUE TO PAGE 2**

### YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

X \_\_\_\_\_  
Applicant's Signature - age 16 and older

X \_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Date

### FOR ISSUING OFFICE ONLY

Name Change  Replacement  Correction: LName FName MName DOB Sex POB Other

From: \_\_\_\_\_

To: \_\_\_\_\_

BC Nat/Citz Cert Report of Birth Prev PPT MC Adoption C/O NC C/O PIERS Other

Filed/Issued/Place:

Doc #:

Other:

Attached:

EF \_\_\_\_\_

Postage \_\_\_\_\_

Other \_\_\_\_\_



\* DS 5504 B 12 2010 1 \*





# DS 5504 Change/Correct US Passport



<b>Name of Applicant</b> <i>(Last, First &amp; Middle)</i>		<b>Date of Birth</b> <i>(mm/dd/yyyy)</i>		
PUBLIC, JOHN Q		01/02/1971		
<b>11. Height</b>	<b>12. Hair Color</b>	<b>13. Eye Color</b>	<b>14. Occupation</b> <i>(if age 16 or older)</i>	<b>15. Employer or School</b> <i>(if applicable)</i>
5ft. 8in.	Brown	Blue	TRANSPORTATION COORDINATOR	US ARMY
<b>16. Additional Contact Phone Numbers</b>				
011-825-057388111		<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell	<input type="checkbox"/> Home <input type="checkbox"/> Work
<b>17. Permanent Address:</b> <i>If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.</i>				
Street/RFD # or URB <i>(No P.O. Box)</i>				Apartment/Unit
124 RIDGERUNNER ROAD				
City		State	Zip Code	
KNOXVILLE		TN	00000	
<b>18. Emergency Contact</b> - <i>Provide the information of a person not traveling with you to be contacted in the event of an emergency.</i>				
Name		Address: Street/RFD # or P.O. Box		Apartment/Unit
JOHNNY CITIZEN		124 RIDGERUNNER ROAD		
City	State	Zip Code	Phone Number	Relationship
KNOXVILLE	TN	00000	999-999-9999	FATHER
<b>19. Travel Plans</b>				
Date of Trip <i>(mm/dd/yyyy)</i>	Duration of Trip	Countries to be visited		
01/02/2012	24 MONTHS	KOREA		
<b>Please complete the following questions regarding your current passport book and/or passport card</b>				
Has your name changed by marriage or court order since your passport book or passport card was issued?		Current Name Last		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				



# DS 5504 Change/Correct US Passport



Has your name changed by marriage or court order since your passport book or passport card was issued?

Yes  No

If yes, please complete this section with your current information.

Current Name Last

First

Middle

**Note: To complete a name change your submitted passport book and/or passport card must be less than one year old.**

Please submit evidence documenting your name change (such as a certified marriage certificate or court order) and your current passport book and/or passport card, along with this completed form to the address listed on page 2 of the instructions.

Was your identifying information printed incorrectly in your passport book or passport card?

Yes  No

If yes, please complete the information as it should appear, and check only the box(s) next to the field(s) to be corrected.

Name Last

First

Middle

Date of Birth (mm/dd/yyyy)

Sex

M  
 F

Place of Birth (State or Country)

Please submit evidence documenting your correct identifying information (such as a certified marriage certificate or birth certificate) and your current passport book and/or passport card, along with this completed form to the address listed on page 2 of the instructions.

Was your most recent passport limited for one year or less?

Yes  No

If yes, please submit evidence of your United States citizenship and/or evidence of your identity.

**Note: To complete a limited passport book replacement your submitted passport book must not be expired. Passport books limited in validity because of multiple losses cannot be extended.**

**Please be sure to enclose your passport book along with this application to the address listed on page 2 of the instructions.**



\* DS5504 B 12 2010 2 \*



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