

# ez Passport Guide

★ Name Change on Passport ★



**A Step-by-Step Guide  
To Help You Quickly & Easily  
Change the Name in Your Passport**

Brought to you by:

**U.S. Passport Service Guide**

<http://www.us-passport-service-guide.com>

## **Disclaimer and/or Legal Notice**

In the ez Passport Guide you will find the step-by-step instructions required by the U.S. Department of State Passport Services along with helpful tips and recommendations from U.S. Passport Service Guide.

This guide is for informational purposes only and the author does not accept any responsibilities for any liabilities resulting from the use of this information.

While every attempt has been made to verify the information provided herein, the author cannot assume any responsibility for error, inaccuracies or omissions. Any slights of people or organizations are unintentional.

## **Links in this document**

There are several links within this report that you can click on. They all appear as [blue underlined text](#) (except for the steps on page 3) just like you see on web pages. All of these links will take you to a web page on the Internet. So, before you click any link, make sure you are connected to the Internet.

To change the name in your passport, you need to send...

- ✓ a completed [form DS-19, Passport Amendment/Validation Application](#)
- ✓ a certified copy of your marriage certificate or your name change court decree, and
- ✓ your current valid passport

...to the following address:

Charleston Passport Center  
Attention: Amendments  
1269 Holland Street  
Charleston, SC 29405

**NOTES:** Photocopies and notarized copies are not acceptable for passport purposes.

There is no fee for this service unless you require expedited service.

If you request expedited service, you will also need to do the following:

- ✓ **Pay an additional \$60 per application for expedited services.**
- ✓ **Include your itinerary along with the other documents.**
- ✓ **Provide two-way overnight delivery.**
- ✓ **Mark "Expedited" on the envelope.**

**NOTE:** Passport applications sent together or at the same time do not necessarily remain together. Passports will be mailed separately

**Which service should you request?**

**Time Until Departure**

**Our recommendation**

6 weeks or more  
2 to 6 weeks  
2 weeks or less

Routine services through State Department.  
Expedited services through State Department,  
Expedited services through [Passports and Visas](#)