

# U.S. PASSPORT DATA CORRECTION CHECKLIST



1

## DS-5504 Passport Application

Complete DS-5504 form online at <https://pptform.state.gov>, print single-sided (**MUST** be signed and dated using Blue or Black ink color pen only).



2

## Original US Passport

Submit most recent original US Passport or Passport Card (**MUST** be issued within the last 12 months). If your name has changed, submit Original or Certified marriage certificate, divorce decree, or court issued name change document.



3

## Passport Photo

Submit **TWO** 2x2 inches color photo on a white background, taken within the last 6 months, without uniforms, headgear or eyeglasses.



4

## Letter of Authorization

Submit **TWO** Letters of Authorization (**MUST** be signed and dated using Blue or Black ink color pen only). Signature **MUST** be original on both documents. Download form at [www.allstatepassports.com](http://www.allstatepassports.com)

[>>>] **Only check the first 2 boxes at the top, do not check the 3rd box** [<<<].



5

## U.S. Government Fee

Submit check or money order payable to "U.S. Department of State" for \$60.

[>>>] **DO NOT** include any additional fee, amount on the check must be exactly as shown here [<<<]



6

## Ship your documents

Use pre-addressed FEDEX shipping label provided with your order to overnight your documents.



**Please print and sign this checklist to make sure you include and send all items listed here**

\* By signing this checklist, I agree that all items within this application are completed per the instructions provided to me by Allstate Passports. I understand that if any part of my application is missing or incorrect, I will need to provide the additional documentation at my own cost.

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Applicant's Signature