NAME CHANGE, DATA CORRECTION AND LIMITED PASSPORT REPLACEMENT

- To change your name in your valid U.S. passport (if your current passport was issued less than a year ago).
- To correct a printing error in your valid U.S. passport.
- To replace a limited validity passport, if your passport was issued less than a year ago.

DOCUMENTATION NEEDED

1. Passport Application – FormDS-5504 [https://eforms.state.gov/Forms/ds5504.PDF](https://eforms.state.gov/Forms/ds5504.PDF)
2. Valid U.S. Passport
3. One (1) recent photograph, in color, size 2” x 2”, with a white background and full front view. Photos that do not meet these requirements will not be accepted.
4. For a data correction: birth certificate or original documents showing your full name.
5. For a name change: evidence to support the request change, such as original marriage certificate, divorce or court order showing the change of name.
6. For a limited passport book replacement: letter signed by the Consular Officer.
   There is no FEE when submitting form DS-5504 within the year of passport issuance date.
7. Turnaround Time:
   - When applying in Tegucigalpa – Approximately 13 working days.
   - When applying in San Pedro Sula – Approximately 5 weeks
8. Where to Apply?
   - Tegucigalpa – Drop Off: If you are submitting your renewal application at the US. Embassy in Tegucigalpa, you may personally drop it off any Monday through Friday, between 10:00 and 11:30 a.m. No interview is required.
   - San Pedro Sula – Make an Appointment: If you are submitting your renewal application at the Consular Agency in San Pedro Sula, you should make an appointment online at: [https://conagencyssps.acuityscheduling.com/schedule.php](https://conagencyssps.acuityscheduling.com/schedule.php)

SAMPLES

DS-5504

Passport Photo