

NAME CHANGE, DATA CORRECTION AND LIMITED PASSPORT REPLACEMENT

U.S. Embassy Tegucigalpa Honduras



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- 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>
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 week
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://conagencysps.acuityscheduling.com/schedule.php>

SAMPLES

DS-5504



Passport Photo