



Just Passports

600 West 9th Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

www.justpassports.com

PASSPORT NAME CHANGE

ELIGIBILITY:

- YOUR EXISTING PASSPORT IS VALID AND IS NOT DAMAGED OR MUTILATED; AND
- CAN PROVIDE THE ORIGINAL DOCUMENT RELECTING THE NAME CHANGE.

REQUIREMENTS

1. YOUR CURRENT SIGNED PASSPORT.
2. SIGNED APPLICATION FORM DS-82 ([CLICK HERE](#)) MUST BE COMPLETED ONLINE AND PRINTED OUT IF THE PASSPORT WAS ISSUED OVER ONE YEAR AGO.
OR
SIGNED APPLICATION FORM DS-5504 ([CLICK HERE](#)) MUST BE COMPLETED ONLINE AND PRINTED OUT IF THE PASSPORT WAS ISSUED WITHIN ONE YEAR AGO.
3. ONE COLOR PASSPORT TYPE PHOTOGRAPH (2"x2") WITH A WHITE BACKGROUND - NO GLASSES. ([CLICK HERE](#)) FOR MORE DETAILED PHOTO REQUIREMENTS.
4. TWO ORIGINAL TYPED LETTER OF AUTHORIZATIONS. (**SEE BELOW**)
5. \$170.00/\$60.00 CHECK OR MONEY ORDER MADE PAYABLE TO "US DEPARTMENT OF STATE". THE DEPARTMENT OF STATE DOES NOT ACCEPT TEMPORARY CHECKS. IF FOR WHATEVER REASON YOU DO NOT HAVE THESE ITEMS, I CAN TAKE CARE OF THIS PART, PLEASE LET ME KNOW AND PLEASE DON'T LET THIS HOLD UP THINGS (\$10.00 ADDITIONAL CHARGE).
6. PROOF OF INTERNATIONAL DEPARTURE (**ONLY REQUIRED IF YOU NEED IT WITHIN 10 BUSINESS DAYS**).
 - CONFIRMED TRAVEL ITINERARY; **OR**
 - COMPANY LETTER OF EXPEDITE (**SEE BELOW FOR EXAMPLE**)
7. PLEASE SUBMIT AN ORIGINAL DOCUMENTED EVIDENCE OF THE LEGAL NAME CHANGE IF THE NAME IS DIFFERENT IN THE CURRENT PASSPORT:
 - ORIGINAL CERTIFIED COPY OF THE MARRIAGE CERTIFICATE; **OR**
 - ORIGINAL CERTIFIED COPY OF THE DIVORCE DECREE; **OR**
 - ANY OTHER ORIGINAL DOCUMENT THAT SHOWS THE LEGAL NAME CHANGE
8. COPIES OF ALL OF THE ABOVE AND PLEASE STAPLE THEM TO THE WORK ORDER.



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LETTER OF AUTHORIZATION

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

ELJAY ENTERPRISES, INC. D.B.A.

PASSPORT PLUS.NET

VISAS • PASSPORTS • DOCUMENTS

Letter of Authorization

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(Last Name, First Name, Middle Name)

Applicant Phone No: _____

(Area Code -XXX-XXXX)

Date: _____

(MM/DD/YYYY)

Courier Company Name: PASSPORT PLUS.NET

Applicant Signature: _____

(If the applicant is under the age of 16 the parent, legal guardian, or person acting in loco parentis must sign.)



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Example of the Company Letter of Expedite

Please place this letter on your letter head

Date: _____

Dear Passport Representative:

Mr./Mrs. _____ is one of our employees who is engaged
as a (n) _____ (position) _____ in the _____ division of _____ (company name) _____

Mr./Mrs. _____ has an urgent international departure to
_____ (destination) _____ on _____ (date) _____ for the purpose of _____. He/She will be
traveling on _____ (name of airlines) _____ and will be staying in _____ (destination) _____ for a period
_____ days. Please expedite his/her passport at your earliest convenience. Thank you for
your assistance.

Thank you,

(supervisor's signature)



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WORK ORDER

DEPARTURE DATE: _____ NEED BY DATE: _____

VISA NEEDED? _____ YES _____ NO IF YES, WHAT COUNTRY? _____

APPLICANT'S INFORMATION

(FIRST NAME) (MIDDLE NAME) (LAST NAME)

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER (LAST 4 DIGITS) _____

JUST PASSPORTS SERVICE FEES (CHECK ONE)

_____ \$150.00 – 8-15 BUSINESS DAY PROCESSING

_____ \$225.00 – 4-7 BUSINESS DAY PROCESSING (*LIMITED - PLEASE CALL FOR DETAILS*)

_____ \$350.00 – 1-3 BUSINESS DAY PROCESS (*LIMITED - PLEASE CALL FOR DETAILS*)

_____ \$10.00 – PASSPORT PHOTO'S (PROCESSED IN MINUTES)

ALL PROCESSING TIME STARTS ONCE THE PASSPORT REQUEST HAS BEEN SUBMITTED TO THE PASSPORT AGENCY

RETURN DELIVERY FEE

_____ \$30.00 – FEDERAL EXPRESS (MONDAY – FRIDAY)

_____ \$50.00 – FEDERAL EXPRESS (SATURDAY) – NOT ALWAYS AVAILABLE

_____ \$0.00 – PREPAID RETURN DELIVERY AIR BILL ENCLOSED

_____ \$0.00 – P/UP AT JUST PASSPORTS OFFICE

TOTAL AMOUNT: \$ _____

CONTINUED...



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CONTACT/RETURN ADDRESS

CONTACT NAME: _____

COMPANY NAME (IF APPLICABLE): _____

STREET (NO P.O. BOX): _____

SUITE/APT. NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER #1: _____

PHONE NUMBER #2: _____

EMAIL ADDRESS: _____

PAYMENT METHOD

CARD TYPE: _____ CVV NUMBER: _____

CARD NUMBER: _____ EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO BE CHARGED TO THE CREDIT CARD: \$ _____

CARD HOLDER NAME: _____

SIGNATURE: _____ DATE: _____

OR

PAY BY CASH, CHECK, OR MONEY ORDER.

IMPORTANT NOTE

TERMS AND CONDITIONS ARE LISTED ON www.justpassports.com. REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE, AND ALL FEES ARE NON-REFUNDABLE. THE PASSPORT AGENCY RESERVES THE RIGHT TO PRIORITIZE THE PROCESSING TIME ACCORDING TO THE INTERNATIONAL DEPARTURE DATE.

“THE PASSPORT & VISA PROS”