



United States Department of State

Charleston Passport Center
44132 Mercure Circle
PO Box 1031
Sterling, Virginia 20166-1031

May 4, 2017

Paulett A Hemmings
C/O: Brandon Pointe
1207 Ballard Green Pl
Brandon, FL 33511

RE: 337253447

Dear Ms. Hemmings:

We received your recent passport request. **However, the name you are applying in, Paulett Angella Hemming PHD GOG, is different than the name on your previous passport, Paulett A. Hemmings.** Your passport fee has been retained by this office and your evidence of U.S. citizenship is being returned to you.

- ◆ **If the name that appears in your previous passport is your current legal name** and you would like to have this name printed in your new passport, please check the box and sign the statement below. Return a copy of this letter along with your most recent U.S. passport to the address listed above.

The name that appears in my previous passport, Paulett A Hemmings, is my current legal name and should be printed in my new passport.

(Signature)

(Date)

OR

- ◆ **If your name has been legally changed,** please submit **a certified copy** of the court order or marriage certificate reflecting your legal change of name to the address listed above. Please include a copy of this letter with your reply.

OR

- ◆ **If you are unable to submit a marriage certificate or court order as evidence of your name change** and you are no longer using the name that appeared in your previous passport, you will need to re-apply using the enclosed form DS-11, *Application for a U.S. Passport.*

In order to document the customary use of your assumed name you must:

- Complete the enclosed passport application (Form DS-11). Do not sign it until instructed by the Passport Acceptance Agent. Please see the application for complete instructions.
- Personally take your (1) new application, (2) identification, (3) evidence of U.S. citizenship, (4) *documentation**, (5) passport photograph, and (6) this letter to a Passport Acceptance Facility where an agent must execute and forward your application to us.
- Pay \$25 execution fee to the Passport Acceptance Facility serving you.

Note: Your original and certified U.S. citizenship document and a black and white photocopy of that document must be submitted. The photocopy (front and back, if there is printed information on both sides) must be on 8 ½ inch by 11 inch paper, legible, and clear. The photocopy will be retained for record keeping purposes.

** Acceptable documentation consists of three public records that show your name, date and place of birth and show exclusive use of your assumed name for at least five years. Public records include such documents as school records, military records, employment records, tax records, financial records, insurance records, etc. Two notarized affidavits completed by two people who have personal knowledge of your name-change may be substituted in place of one public record.*

Passport Acceptance Facilities are listed on our web site at travel.state.gov, or you may call the National Passport Information Center at the telephone numbers listed below. Often local post offices, clerks of court, or municipal or county offices are authorized Passport Acceptance Facilities.

To assist with processing your application, we must receive the requested information within ninety (90) days of the date shown on this letter. If the information is not received or is insufficient to establish your entitlement to a U.S. passport, your application may be denied and your citizenship evidence will be returned. By law, the passport execution and application fees are non-refundable.

If you have any questions please contact the National Passport Information Center: 1-877-487-2778 (TTY/TDD: 1-888-874-7793)

For general passport information or to check the status of your passport application, please visit us on-line at travel.state.gov.

PLEASE RETURN A COPY OF THIS LETTER, ALONG WITH ALL REQUESTED INFORMATION TO A PASSPORT APPLICATION ACCEPTANCE FACILITY.

Sincerely,

Customer Service Department

Enclosure(s):
DS-11, Application for Passport
Passport
Photograph (1)

For Acceptance Agents Only

- Accept completed DS-11, citizenship evidence, identification, and one photo from the above-mentioned customer.
- Execute the application. (Witness customer's signature.)
- Accept \$25 execution fee. (Payable to your acceptance facility.)
- Attach this letter to the application.
- Send the executed application to the address indicated on this letter.

