As of: 18 April 2016

Checklist for DS-5504 Name Change, Data Correction, or Replace Limited Issued Passport

http://8tharmy.korea.army.mil/sja/legal-services/

You may submit your application by appointment (http://seoul.usembassy.gov/acs_appt.html) at the US Embassy, or in person at the US Embassy's Consular Outreach Service in the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1530 hours (excluding lunch). Please confirm availability of outreach services before traveling (http://seoul.usembassy.gov/acs_off-site.html)

Specific information regarding the passport application process can be found at http://seoul.usembassy.gov/acs_ppt_card.html

1. ____ **Original US Passport**

2. ____ **Form DS-5504** (Name Change, Data Correction, or Replace Limited Issued Passport) available at https://pptform.state.gov/

3. ____ **Passport Photograph**: https://travel.state.gov/content/passports/en/passports/photos/photos.html. Tourist passport photograph can be obtain at the AAFES Concessionaire, building 2209 on USAG-Yongsan Main Post. Diplomatic/official/no-fee passport photograph may be obtained at no charge through the Visual Information Center at: http://www.vios.army.mil/. **DO NOT attach photograph to passport application**.

4.____ **Appropriate evidence to support name change or data correction** (original)

5. ____ **If Child, Evidence of Relationship between Child and Parents** (original)

6. ____ **Certified photocopy of valid picture ID (father's and mother's valid picture IDs for child)**

7. ____ **No fee if renewing for data correction, or name change within one (1) year of original passport issuance, otherwise**:
- **Adult: Money order in the amount of $110 made payable to the "US Embassy"**
- **Child: Money order in the amount of $105 made payable to the "US Embassy"**
- **No fee required if applying for diplomatic/official/no-fee passport**

DO NOT include any additional fees for expedited services.

SEE REVERSE SIDE IF APPLYING FOR DIPLOMATIC/OFFICIAL/NO-FEE PASSPORT

<u>The following additional documents are required for diplomatic/official/no-fee passport applications</u>:

NOTES:

The country/countries listed on Form DS-11 (Travel Plans), Memorandum of Support (for AD military member), and DD Form 1056 (Block 11), must be the same, AND reflected in the Foreign Clearance Guide (https://www.fcg.pentagon.mil/) as required for entry.

You cannot apply for an official passport for your child unless your DoD/DoDDS civilian sponsor already has, or is applying at the same time for, an official passport.

8. ____ **Documentary proof of entitlement to diplomatic/official/no-fee passport**:
- AD military member **(all of the following)**:
  - Assignment orders to Korea, or gaining assignment from Korea
  - Memorandum of support for official passport listing specific countries requiring official passport

◄Sample format also attached in on-line version of this handout (see left column attachment listing)

- Family member of AD military member: Command-sponsorship orders listing applicant (to include amendments and extensions).
- DoD family member **(all of the following)**:
  - DD Form 1614 (Permanent Duty Travel Order) to Korea.
  - Current Letter of Employment (signed by CPAC) listing applicant.
  - DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC).
- DoDDS family member **(all of the following)**:
  - DD Form 1614 (Permanent Duty Travel Order) to Korea.
  - Letter of Employment (signed by DODDS Korea District) listing applicant.
  - DD Form 1616 (Transportation Agreement signed by DODDS Korea District).

9. ____ **DD Form 1056** (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) available at http://www.dtic.mil/whs/directives/forms/index.htm. **<u>THE DD FORM 1056 MUST BE SIGNED IN BLUE INK</u>**.
◄Form also attached in on-line version of this handout (see left column attachment listing)

10. ____ **Request to Expedite Passport Application** (if needed) available at https://passportmatters.hqda.pentagon.mil/Docs/Training_Handbook/chap12.htm
◄Sample format also attached in on-line version of this handout (see left column attachment listing)