



PASSPORT Information



CENTER FOR INTERNATIONAL
STUDIES AND PROGRAMS
THE UNIVERSITY OF TOLEDO

Name Change on U.S. Passport

The Center for International Studies and Programs (CISP) is an approved Passport Acceptance Facility. Forms are available online at www.travel.state.gov or in CISP in Snyder Memorial, Suite 1000.

To report your lost or stolen U.S. Passport by telephone, call 202.955.0430. If you lost your U.S. Passport overseas, contact your nearest U.S. Embassy or Consulate. For additional information, visit www.travel.state.gov.

Please bring the following with you to the appointment:

If your Passport was issued less than one (1) year ago and your name was legally changed due to marriage or court order, you are only required to pay the execution fee and bring with you the following to the appointment:

- **Your most recent U.S. Passport Book/Card.**
- **Completed Form- DS-5504 Name Change, Data Correction, and Limited Passport Book Replacement.** Do not sign this form as you are required to sign it in the presence of the Passport Acceptance Agent.
- **Original or certified copy of your marriage certificate or government issued document evidencing your legal name change.** Original document will be sent with your application as copies are unacceptable. The original document will be returned with your U.S. Passport Book, however they may arrive separately
- **Photo identification.** Front and back side copies of student, a government issue, current or expired driver's license, or workplace identification will be submitted with your application.
- **One (1) photo** 2 inches x 2 inches taken within the last 6 months and must have a plain white or light background with a clear view of the face. Photos can be taken at CISP during your appointment if you do not have one.

If your Passport was issued more than one (1) year ago and your name was legally changed due to marriage or court order, you are required to pay the execution fee and U.S. Passport fee and bring with you the following to the appointment:

- **Your most recent U.S. Passport Book/Card.**
- **Completed Form- DS-82 U.S. Passport Renewal Application for Eligible Individuals.** Do not sign this form as you are required to sign it in the presence of the Passport Acceptance Agent.
- **Original or certified copy of your marriage certificate or government issued document evidencing your legal name change.** Original document will be sent with your application as copies are unacceptable. The original document will be returned with your U.S. Passport Book, however they may arrive separately

- **Photo identification.** Front and back side copies of student, a government issue, current or expired driver's license, or workplace identification will be submitted with your application.
- **One (1) photo** 2 inches x 2 inches taken within the last 6 months and must have a plain white or light background with a clear view of the face. Photos can be taken at CISP during your appointment if you do not have one.

Payment method:

The University of Toledo will accept cash, personal check and money order made payable to *The University of Toledo*. Credit cards will not be accepted. The Department of State will accept personal check, company check, or money order made payable to *The Department of State*. Cash and credit cards are not accepted.

Standard Fee(s)	Purpose	Payable to
\$25.00	Execution	The University of Toledo
\$110.00	U.S. Passport	The Department of State
Optional Fee(s)	Purpose	Payable to
\$30.00	U.S. Passport Card	The Department of State
\$60.00	Expedite	The Department of State
\$20.66	Overnight Delivery	The Department of State
\$5.00	Photo Fee	The University of Toledo