



## U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City Data Change or Correction

### Data Change or Correction

Make sure you that you meet the requirements and have **all** the documentation ready the day of the appointment.

If you want to correct your name because it has been changed, or you noticed misspelling errors in the biographical page and your passport has been issued **within one year** you do not need to pay a fee and you can proceed as explained below. If your passport **was issued more than a year ago** you need to follow the procedures to renew a passport and pay the corresponding fee

### To Ask for Corrections in Your Passport

Check if your passport has been issued within one year, if not you need to follow our renewal procedure.

Bring the day of your appointment

Passport application **form DS-5504** for data change filled online and printed. To complete online go to <https://pptform.state.gov/>

**Note:** for minors (under 16 years old) form DS-5504 has to be signed by both parents.

Bring your passport and evidence of error in your biographical page.

**Proof of U.S. Citizenship:** bring your last passport

**Proof of identity:** bring your last passport

One color passport **photo**, 2 X2 on a white background. Check photo requirements

**NO FEE**

### To Ask For a Name Change

If your name has legally changed through marriage, divorce, or a court order, you will need to apply for a new passport. If your passport was issued within one year you will follow this procedure. If your passport was issued more than a year ago you will need to follow our renewal procedure.

Bring the day of your appointment:

- Passport application **form DS-5504** for data change filled online and printed. To complete online go to <https://pptform.state.gov/>
- Original or certified name change document** (no photocopies or notarized copies). Examples of these documents are marriage certificate, divorce decree, court order.
- One color passport **photo**, 2 X2 on a white background. Check photo requirements
- Proof of U.S. Citizenship:** bring your last passport.
- Proof of identity:** bring your last passport.
- NO FEE**

If the name change is due to a gender transitions consult:

<http://travel.state.gov/content/passports/en/passports/information/gender.html>

To make an appointment

go to <https://evisaforms.state.gov/acs/default.asp?postcode=GTM&appcode=1>

Passport applications are sent to the United States for printing, and take approximately **ten calendar days to process**. Your process will be delayed significantly if you are missing any of the requested documents.

You will receive a pick up note indicating when your passport is ready to be picked up at the American Citizen Services Unit.