

## Change of Legal Name

### Types of By Mail Applications:

- Your Current Passport is **Less** than One Year Old
- Your Current Passport is **More** than One Year Old

### Your Current Passport is Less than One Year Old

There will be no charge for routine processing in this case. Please send the following (with photocopies of each identification document):

**Step 1: Submit current valid passport;**

**Step 2: Complete and submit application Form DS-5504** available using the [online passport wizard](#). Be sure to answer all questions accurately as any mistakes may result in a delay. Print one-sided pages only, sign and date.\*\*

**Step 3: Provide one recent photo:** [U.S. standard size passport photograph for biometric passports](#).

Note: French photo booth photographs are NOT acceptable for U.S. passport issuance. All photos must have a white background. Do **NOT** staple the photo to your application.

**Step 4: Provide a self-addressed Chronopost envelope** for the return of your new and cancelled old passport.

**Step 6: You must submit documentary evidence such a court order, marriage or divorce certificate**, or other satisfactory evidence to support a change of name. Only originals or certified copies of these documents will be accepted. (We accept documentary evidence issued by the country of origin, however, certificates not issued by either the United States or France must be accompanied by a certified translation).

### Your Current Passport is More than One Year Old

Please submit all the following (with photocopies of each identification document):

1. **Complete and submit application Form DS-82** available using the [online passport wizard](#). Be sure to answer all questions accurately as any mistakes may result in a delay. Print one-sided pages only, sign and date.\*\*
2. **Expired passport** ([damaged or mutilated passports](#) are not accepted);
3. **One recent photo:** [U.S. standard size passport photograph for biometric passports](#). (See instructions in # A3 above)
4. **Pay the fee:** 94 Euros by a [mandat cash, blue form](#)(PDF - 527 kb) available at all French post office. [See fees and payment methods](#).
5. **Include a self-addressed Chronopost envelope** (PDF - 320 KB) for the return of your new and cancelled old passports.

**6. You must submit documentary evidence such a court order, marriage or divorce certificate**, or other satisfactory evidence to support a change of name. Only originals or certified copies of these documents will be accepted. (We accept documentary evidence issued by the country of origin, however, certificates not issued by either the United States or France must be accompanied by a certified translation.)

Where to Send Your Passport Application:

Please follow specific instructions provided on this webpage and send your complete application by registered mail or Chronopost to:

**U.S. Consulate General**

ACS/Passport Unit

Place Varian Fry

13286 Marseille Cedex 06

\*\*We require that all applications be completed online. Hand-written applications could cause delays in application processing.

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