

REPLACING YOUR EMERGENCY PASSPORT USING COURIER SERVICE

Not everyone can replace their passport using the courier service, you must check our website (<https://ec.edit.usembassy.gov/u-s-citizen-services/passports/renewing-your-u-s-passport/>) to find out if you qualify to use this service.

- Complete the passport application **Form DS-5504**. Here are some important details you shouldn't miss:
 - a) Print form DS-5504, **including page 1 of the instructions (print on one-sided pages only)**.
 - b) If you are filling the form by hand, please use **black ink**.
 - c) **Field # 5** – You must provide a Social Security number, if you have been issued one, in accordance with 22 U.S.C. 2714a and 22 C.F.R 51.60(f).
 - d) **Field # 6** – You must provide an e-mail address; all communications are done by e-mail.
 - e) **Field # 7 & 8** – You must provide a local (in Ecuador) telephone number and address. This is for information purposes; the passport will be shipped to the DHL agency of your preference.
 - f) **Field # 9** – You must include your birth name, maiden name, or other names that you have used legally. For dual citizen (Ecuadorian/U.S. Citizen), you must include both last names as is on their Ecuadorian ID.
 - g) **All fields should be filled out correctly and completely, failure to do so can delay processing time.**
 - h) You must sign the form using the same signature that appears in your last passport. If your signature has changed since your last passport renewal, please provide legal proof of new signature (examples include: copy of residence card, driver's license, federal or state-issued ID, or another passport).
For minors
One of the parents can sign the application, please attach a photocopy of a picture ID that shows your signature.
- Send the U.S. passport you are renewing along with a photocopy of its biographic page**
The photocopy does not need to be in color. We only need a copy of the page that has your biographic information and picture.
- Include a recent 2" x 2" (5 cm x 5 cm) color photo with a white background.** Please write your name on the back of the picture and make sure that the picture complies with the [requirements](#). If your picture does not comply with the requirements, we will have to request a new one which will delay the processing of your new passport.
- Go to your nearest authorized DHL agency and send your passport application. Only selected DHL locations are authorized to process this service, please check the following link to find the closest authorized agency: <https://bit.ly/reddhlexpressecuador> or call 1-800-DHL-DHL.