

REQUEST FOR A SECOND PASSPORT

It is possible for individuals to apply for a second passport. The reason for applying must be because of “restrictive entry requirements of one of the countries” that will be visited that makes it impossible to complete the trip using the current passport. In these circumstances, it is possible to apply for a second passport that will be valid for up to two years.

The documents needed to request a second passport through your local passport office for immediate travel are:

1. DS-11 Passport Application Form
(http://www.travel.state.gov/passport/forms/ds11/ds11_842.html)
2. 1 passport photo (taken within 6 months of application)
3. Certified birth certificate
4. Photocopy of valid driver’s license
5. **Signed and dated cover letter (must use letter below exactly as written)**
6. Passport fee (same cost as original passport)

Routine processing by mail is 4-6 weeks.

Expedited processing of 2-3 weeks may be requested (additional fee).

LETTER TO U.S. PASSPORT OFFICE REQUESTING SECOND PASSPORT (Send this exact letter with the blanks filled in)

Date

U.S. Passport Office

I intend to travel to ____ and _____. In view of the restrictive entry requirements of one of the countries that I will be visiting, it is impossible for me to complete my trip using my current passport.

Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries mentioned above. I understand that this passport will be limited to two years and it may be renewed at the end of that period if my need to travel to the aforementioned countries continues.

Should either of my passports be lost or stolen, I will report the circumstances to the Passport Office or the nearest American embassy or consulate immediately.

Sincerely,

Signature of applicant