

## **Second Adult Passport Requirements**

Standard US passport processing directly through the US Passport Agency currently takes 7-10 weeks, 4-6 weeks for rush services. Our firm can expedite passports through our third-party, hand-carry expediting services in less than a week.

If international travel is less than 2-3 weeks (proof is required), there are two choices: to appear at one of the 26 Passport Agencies in the USA, or to use services like ours. If you wish to contact the Passport Agency, call 1-877-487-2778. If we can be of service, please continue.

### **PVA to help. Call First!**

If traveling in less than one week call Passport Visa Advisors at 704-246-6373 for review of your travel situation to be sure we can accommodate your passport requirements.

### **Document Review**

PVA offers optional Concierge and Document Review Services to make sure your application is correct before shipping to PVA. If you bypass these services, pay close attention to all requirements, as missing or incorrectly filled out documents will result in additional costs and delays.

### **Second Passport – International Travel Conflict or prior travel destinations**

A second four-year passport can be requested when the applicant has multiple international trips within a brief period resulting in delayed or canceled travel plans, especially when visas are required. Additionally, some countries will not allow if the traveler's current passport shows evidence of prior travel to Israel.

A second passport is issued at the discretion of the Passport Agency and a true need for the additional passport must be provided by the applicant.

The applicant could apply for a second passport using [Form DS-82](#) if at least one of the following is regarding your current passport:

- is in your possession
- is in good condition and un-damaged
- was issued at age 16 or older
- was issued in the last 15 years
- is running out of pages
- travel conflict is regular, and travel has been compromised with only one US passport

If none of the above statements apply, you would have to apply for new passport using [Form DS-11](#) and visit a [local Acceptance Agency](#).

### **Second Passport Components**

- Current Passport
- One Recent Passport Photo
- DS-82 Application form
- Letters of Authorization
- Proof of International Travel
- Second Passport Request Letter
- Copy of Driver's License
- Passport Fees

### **Current Passport**

The applicant must have their current passport in their possession to apply for a renewal.

### **Passport Photos**

The applicant must provide one recent passport photo with their application.

- Taken within the last six months
- Must be in color and on photo paper – glossy or matte finish is acceptable
- Photo size: must be 2" x 2" (51 x 51 mm)

[Click here](#) for complete passport photo guidelines.

### **DS-82 Application**

The applicant must create a [DS-82 application](#), print and sign. This form must be created online to generate a 2D bar code which allows the application to be processed faster than a hand-written application.

After completion, print the last two pages of the DS-82 application, **SINGLE-SIDED**, color or black & white, sign and date.

### **Letters of Authorization**

All hand-carry applications must include these Letters of Authorization (LOA) granting permission to submit the passport documents on the applicant's behalf. Without these letters, the applicant can't utilize our services.

[Click here](#), print both Letter of Authorizations and send both with the application kit. The signature on both documents must be original.

Photocopies, and scans are not acceptable to the US Passport Agency.

### **Proof of International Travel**

The US Passport Agency requires proof of travel within 2-4 weeks depending on the traveler's destination. If a traveler's destination does not require a visa, travel must be within two weeks to be eligible for these expedited services. If a visa is required (Australia, Vietnam, India, etc.), travel must take place within four weeks to be eligible for expedited services. Acceptable proof of international travel includes:

- An itinerary from the airline, travel agency, or online booking company showing the record locator number, traveler's name, and date of travel.
- A business letter on company letterhead explaining why urgent travel is required. [Click here](#) for a business letter template.
- A personally signed letter of explanation explaining that a passport is required for employment.
- A personally signed letter explaining that the traveler's employer requires frequent travel with unexpected notice.
- If travel is to Canada or Mexico, a hotel confirmation is best, however a letter of explanation will also be considered.

Note: Letters of explanation are accepted at the discretion of the US Passport Agency.

### **Second Passport Request Letter**

This letter must be filled out and signed by the applicant if the request is for personal travel. Edit the [attached template](#), print, and sign originally.

If the request is business related the letter should be on company letterhead and signed by the employer. Edit the [attached template](#), print, and sign originally.

### **Government Fees**

The US Passport Agency charges \$190 for expedited adult passports. This fee can be paid by the applicant, or PVA can pay the fee and the fee, and an additional surcharge will be charged. A personal check or money order can be used and made payable to the US Department of State.

If a passport book and card are requested, the applicant is required to pay an additional \$30. Both book and card can be paid with the same check or money order. The passport card will be shipped back separately, usually with one to two weeks.

### **Execution Process**

Once the applicant has collected all documents listed above, they are sent to PVA for expediting.

### **Shipping**

- If you have selected our pre-paid shipping option, PVA will email you a label to print and send to us.
- If you chose to ship on your own, please overnight your application kit (including your passport) to:

Passport Services  
Passport Visa Advisors  
250 N. Trade St, Suite 205  
Matthews, NC 28105  
704-246-6373

- If time is critical (travel in one week or less) contact PVA at 704-246-6373 before shipping to our offices as we might need to arrange for shipment to a different location.

### **Responsibilities:**

Passport Visa Advisors' responsibilities include:

- Reviewing & preparing documents for submission at the Passport Agency.
- Submitting the application into the Passport Agency in person and collecting the passport (and supporting documents) upon completion.
- PVA's Quality Check will verify the information is correct on the passport before shipping it back. If any information is incorrect, we will resubmit to correct the issue at no additional cost.
- PVA will send the new passport and all other original documents to the address provided on the applicant's PVA order form.

The applicant's responsibility includes:

- Prompt shipping of all required documents shortly after your order has been placed with Passport Visa Advisors.
- Review of the passport once it arrives. If an error is found, please bring this to PVA's attention immediately and we will get the issue corrected.