



United States Passport - Second *Ship or Bring in the Following:*

Check List: The letters in the check list correspond to the detailed requirements on the following pages.

- A) Complete & Print the DS-82 Passport Application Form
- B) Complete (3) Original Letter of Authorization Forms
- C) Current U.S. Passport (s)
- D) Statement Requesting a Secondary Passport
- E) (2) Passport-Size Photographs
- F) Proof of Travel
- G) Government Fees
- H) Complete The Passport & Visa Company Order Form & Payment
- I) Quality Check Complete by TPAVC Staff
- J) Ship Fed-Ex Overnight

Service Options				
Business Days	10-14	6-9	2-5	24 Hour*
TPAVC Processing Fee	\$75.00	\$100.00	\$200.00	\$300.00
Government Fee	\$170.00	\$170.00	\$170.00	\$170.00
Total Fee	\$245.00	\$270.00	\$370.00	\$470.00
*Important: For 24-Hour RUSH Service package MUST be shipped Fed-Ex FIRST 8:30 a.m. delivery. Must contact Agent for reservation of 24-Hour service, 888.551.0019				
<i>A shipping fee of \$25 applies for non-signature or \$30 for required signature. Shipping fee may vary by location.</i>				

Please Note:

- 1) This is a check list, please reference detailed requirements or contact TPAVC for clarification.
- 2) US Passports are valid for 10 years, you may still need additional documents to travel to certain countries.
- 3) Passport issuance is at the discretion of the United States Department of State.
- 4) State Department and processing fees are subject to change without notice.

TPAVC Shipping Address:

4005 Banister Lane - Three Park Place, Building C, Suite 190C, Austin, TX 78704
Hours: Monday through Friday 9:00 a.m. - 5:00 p.m.
E-mail Address: info@tpavc.com

Contact TPAVC for Assistance:

United States 888.551.0019
Direct: 512.469.5909
Fax: 512.469.5951



PASSPORT

Requirements for U.S. Passport - Secondary (Limited)

To qualify for a Secondary Limited Passport evidence of one or more of the following must be presented to the U.S. Department of State.

- ✓ International Travel itinerary or documented need to travel between conflicting nations. This would include planned trips into certain Arab countries and or Israel.
- ✓ Having pre-existing visas or entry/exist that would prohibit travel into Israel and certain Arab nations.
- ✓ Heavy Global Travelers that can prove consecutive dates of international travel that would not permit one to apply for their travel visa(s) under normal processing procedures.



IMPORTANT:

1. Issuance of a secondary passport is not guaranteed. Government fees or TPAVC fees are non-refundable should the U.S. passport agency decide not to grant a secondary passport.
2. Your secondary passport is only valid for (2) two years.
3. Your secondary passport will have a different passport number from your primary passport.

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Requirements: US Passport – Secondary (Limited)



DOCUMENT

A) U.S. Department of State Online Application Form

- 1) Please complete the U.S. Department of State's DS-82 application form <https://pptform.state.gov/>. Be advised that the DS-82 application must be completed online and then printed for submission. Application can be completed in one of our local offices.
- 2) Hand written forms are ***NOT*** accepted.
- 3) Sign and Date your application in black ink.



DOCUMENT

B) Letter of Authorization Forms - (LOA)

- 1) **Three (3) ORIGINAL Signed LOA forms must be submitted.**
- 2) The Letters of Authorization enables The Passport & Visa Company to hand carry your expedited passport application and certified documents into the US Department of State on your behalf. The LOA's authorize our agents to be notified and address any potential problems that may arise during the passport expediting process.



PASSPORT

C) U.S. Passport(s)

- 1) You will need to provide your ***PHYSICAL*** recent (10) year primary passport and your current secondary passport. If this is your first time applying for a secondary passport you will only need to provide you 10 year primary passport. It is extremely ***IMPORTANT*** to clearly identify your primary passport with a taped note to the front of it ***"DO NOT CANCEL"***. **Contact TPAVC for assistance or questions.**
- 2) Please be advised that your passport should be undamaged. Passports should be free of fraying, tears, damage to the credential page and pages that have been separated from the binding. Severe damage can be deemed mutilated by the Passport Agency in which case the applicant may have to apply for a brand new passport.

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DOCUMENT

D) A Written Statement Requesting a Secondary Passport

In addition to your application form to apply for a secondary passport you must supply the following:

If traveling for business purposes;

- a) Complete the US State Department request letter for a secondary passport
 - i. *Example; (see below)*
- b) Submit a business letter on company stationery addressed to the US Department of State Passport Agency requesting the need(s) for a secondary passport. This should be a detailed statement to include the purpose of your trip. Travelers Full Name (same as in the passport), date of birth and passport number.
 - i. *Example; (see below)*
- c) Include a statement that you will safely guard and secure your passport and if lost or stolen you will report the incident immediately to the appropriate authorities.

If traveling for personal purposes,

- a) Complete the US State Department request letter for a secondary passport **(include pdf)**
- b) Address the letter to the US Department of State Passport Agency requesting the need(s) for a secondary passport. This should be a detailed statement to include the purpose of your trip. Travelers Full Name (same as in the passport), date of birth and passport number. **(include pdf)**
- c) Include a statement that you will safely guard and secure your passport and if lost or stolen you will report the incident immediately to the appropriate authorities.

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Requirements: US Passport – Secondary (Limited)

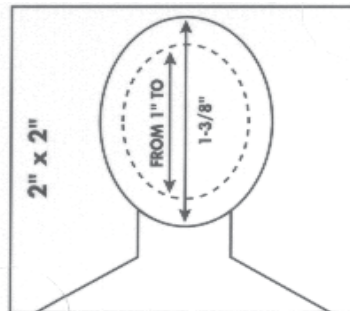


PHOTOGRAPHS

E) Passport-Size Photographs

You will need to provide (2) two passport-sized photographs. Photos requirements:

- 1) Identical taken within the last six months showing your current appearance
- 2) Color Photos
- 3) Full face, front view with a plain white or off-white background.
- 4) 2x2 Passport sized between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head.
- 5) Taken in normal street attire. Uniforms should not be worn in photographs except religious attire that is worn daily.
- 6) Do **NOT** wear a hat or headgear that obscures the hair or hairline.
- 7) If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- 8) Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.
- 9) Do **NOT** wear a white shirt.



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PHOTOGRAPHS

F) Proof of Travel

You must supply evidence of your impending international travel as one of the following:

- 1) Copy of your international airline, bus, or cruise ticket or a roundtrip itinerary
- 2) If traveling by personal vehicle, an original letter from the applicant addressed to the U.S. Department of State-Passport Agency detailing your international travel plans.
- 3) An original, signed letter from your employer on the company's letterhead, address to the U.S. Department of State – Passport Agency detailing your international travel.



G) Government Fees

- 1) **Provide a check or money order made payable to the US Department of State for \$170.00. NOTE: Please indicate your Full Name and Date of Birth in the memo field of your check.**
 - Example; (Pauline LeAnn Brazo 10-Oct-1980).
- 2) In lieu of providing a separate check, this government fee can be paid with the expedite fee as part of your "Order." The Passport and Visa Company will provide the check on your behalf to the US Department of State.



ORDER FORM

H) Order Form & Payment

- 1) Please download and complete The Passport & Visa Company Order Form with your payment information. We accept American Express, Visa, MasterCard, Discover, Money Order, Cash or payment by check.

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Requirements: US Passport – Secondary (Limited)

Example of US State Department of State for Secondary Passport (limited) Request Letter

**United States Department of State
Houston Passport Agency
1919 Smith Street – Suite 1400
Houston, TX 77002-8049**

Dear Passport Officer,

In view of the restrictive entry policies of one of the countries that I will be visiting, or prolonged processing delay required to obtain visas for my current travel, it is impossible for me to complete my trip utilizing my current passport.

Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries provided on my passport application. I understand that one passport will be limited for two years and that I may reapply at the end of that period if my need to travel to the aforementioned countries continues.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Office or the nearest US Embassy/Consulate.

Name: _____
(Please Print Name Legibly)

Signature: _____ Date: _____

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Example Second Passport Business Letter

ON YOUR COMPANY LETTERHEAD

****Please print on company stationery****

(Date)

US Department of State

Passport Services

Dear Passport Officer,

This letter is to introduce **(Name of Traveler)**, **(Title)**, **(Your Company Name)**. **(Name of Traveler)** is planning a multiple-destination business trip to **(List of Countries)** on **(Departure Date)**. The traveler's itinerary requires the issuance of a second passport in order to process the appropriate visas in time.

We respectfully request **(Name of Traveler)** be issued a Second Passport to meet **(his/her)** travel needs.

(Name of Traveler) will carefully guard both my primary and secondary passports. If either of the passports becomes lost or stolen, I will report the incident immediately to the nearest police authority and the US Embassy/ Consulate. Thank you for reviewing **(Name of Traveler)** application.

Please do not hesitate to contact us if you need any further information or documents.

Thank You,

(Name) (Include ORIGINAL Signature)
(Title)

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Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)



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Important Travel Dates (These dates determine processing times and fees)

Today's Date: Date Passport must be back in your hands: Date of Departure from U.S.:

Traveler Information

Full Name (Exactly as printed in your Passport) Primary Phone # (example;5124695909) E-mail

Date of Birth: Secondary Phone # (example;5124695909)

Billing Address & Permanent Address:

Street Address City Zip Code

Contact Information (if different than applicant)

Contact Name: Contact Phone # (example;5124695909) E-mail Address:

U.S. Passport Service & Passport Type

- 10 - 14 Business Days \$75 + Gov. Fee + Shipping
- 6 - 9 Business Days \$100.00 + Gov. Fee + Shipping
- 2 - 5 Business Days \$200 + Gov. Fee + Shipping
- 24 hours \$300 + Gov. Fee + Shipping * Requires reservation & Fed-Ex "First" overnight shipment.
- First Time (Adult)
- Lost/Stolen
- Minor (under 16)
- Renewal
- Name Change
- Add Pages
- Secondary Passport

Passport Cards

*(contact TPAVC if interested in both a Passport Book & Passport Card.

IMPORTANT: Please contact TPAVC PRIOR to sending overnight shipments.

- Passport Card & Passport Book
- Passport Card (ONLY)

Travel Visa Service

Select Country of Destination Visa Type (example;Business, Tourism, Student, etc.) Duration of Stay(1m/3m/1yr/5yr/etc.) # of entries(single/double/mult.)

Country	Visa Type	Duration of Stay	# of entries
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document Return Shipping Instructions (if different than above)

Company Name or Individual Name Check if Billing & Shipping Address is Same

Street

City State Zip Code

An Order Receipt is created for all orders placed with TPAVC. You will receive your Order Receipt at time of service. All services are paid in full at time of order.

Overnight shipping fee is \$30.00. This fee may vary for residential deliveries or out of jurisdiction processing.

Choose One:

Delivery without Signature Signature Required for Delivery. An addtl \$5 applies for this service

P.O. Boxes for shipping are not allowed.

Payment Method

Credit Card# AMEX Discover MasterCard Visa Money Order Check

Signature Exp.Date (mm/yy) Security Code:

DISCLAIMER

The Passport & Visa Company (TPAVC) is a professional and secure expediting service for obtaining international travel documents with over 20 years experience. Our customer ratings are exemplary for quality and service. TPAVC is a registered agent with the U.S. Department of State - Passport Agencies throughout the United States, as well as, a registered agent with foreign government Consulates and Embassies.

While we exhaust every effort to obtain your international travel documents to meet your scheduled departure date, occasional and unavoidable delays may occur outside of our control potentially impacting the processing of your travel documents.

The Passport & Visa Company is forthcoming on potential risks associated to expediting any travel document and does not solely rely on our customers to read the disclaimer. Should you have any questions regarding the expediting of your travel documents, our agents are prepared to discuss them and present options as it pertains to your specific situation 888.551.0019. The following are examples of unavoidable delays but not limited to nor exclusive examples;

Passport Agency: equipment disruptions or failures, application hold, additional information request, improper or inadequate documentation etc.

Unexpected or Unannounced Closures of: Passport Agencies, Consulates, Embassies or government departments.

Overnight shipping companies: Inclement weather or mechanical failures with overnight shipping services such as; Federal Express UPS, DHL etc.

Consulate or Embassy: staffing shortages, technical failures of web sites, visa issuance supply or equipment, authorization delays from officials or foreign ministries, change of jurisdiction responsibilities, unannounced process or procedures etc.

Also, while we work extensively to keep the information on our web site current the information as it pertains to requirements, fees, forms and processing times are subject to change without notice. Government agencies such as the U.S. Department of State - Passport Agencies, Consulates and Embassies reserve the right to reject an applicants application and or reject the issuance of a travel document for various reasons such as; incomplete forms, incorrect information, improper photographs etc. TPAVC will work diligently with the applicant and governing agency to rectify and or fulfill the request. However, if requirements are not met to the satisfaction of the governing official, both the government fees and TPAVC fees are non-refundable.

The Passport & Visa Company (TPAVC) is not responsible for package shipments once provided to overnight or delivery services such as; Federal Express, UPS, DHL, and courier services etc.