



Second Passport Instructions

To apply for a second passport, please complete the following forms:

- 1- Complete Form DS82 Passport Renewal Form online, print and sign it. There is a direct link to this form on our website <http://atlaspvs.com/forms.asp> OR, here is a direct link to the DOS and the form DS82 <https://pptform.state.gov/>
- 2- Complete the following two forms for the second passport request. (See below),
- 3- Complete an Authorization Form in duplicate (See below),
- 4- You must have your original valid passport,
- 5- Prepare and submit an original letter on your company letterhead explaining the underlying reason for requiring a second passport, Please be concise with the information.
- 6- The same passport renewal Federal fees of \$170 applies to second passport request.
- 7- Include two recently taken passport type, passport size (2 x 2") photos
- 8- Send all the above to Atlas for further processing.

STATEMENT

To: U.S. Department of State
Los Angeles Passport Agency

I, the undersigned, am the bearer of valid passport number _____
(number)

Issued on _____. However, in view of the restrictive entry policies and/or the
(date)
the time delay in obtaining visas it is impossible to complete my trip using one passport.

I am therefore requesting the issuance of a second valid passport for travel to
_____, which I understand will be valid for two
(country or countries)
years. Should either passport be lost or stolen, I will report immediately the
circumstances of the loss to Passport Services, or if abroad, to the nearest U.S. Embassy
or Consulate.

(signature)

(date)

It will be necessary for you to complete the following statement regarding your request for a second passport, including dates of travel, specific countries you plan to visit, and any other information in support of this request:

I intend to travel to:

In view of the restrictive entry policies of one of the countries that I will be visiting, or prolonged processing delays 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 mentioned above. I understand that one passport will be limited for two years and that it may be extended 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 American Embassy or Consulate.

NAME: _____ SIGNATURE: _____

PLEASE PRINT NAME LEGIBLY



DATE: _____
 Month Day Year

NAME: _____
 First Middle Last

DATE OF BIRTH: _____
 Month Day Year

PLACE OF BIRTH: _____
 City State/Country

I AUTHORIZE ATLAS PASSPORT AND VISA SERVICES (ATLAS SERVICES) AND ITS AGENTS/EMPLOYEES TO SUBMIT MY PASSPORT APPLICATION TO U.S. PASSPORT AGENCY AND TO ACCEPT DELIVERY OF THE PASSPORT ON MY BEHALF.

Under the provisions of privacy Act of 1974 (Public Law 93-579), no information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission. Please choose one of the following:

I authorize the U.S. Passport Agency to discuss any problem which may arise with my passport application with the Atlas Services identified above.

I want the U.S. Passport Agency to contact me directly should a problem arise with my application which concerns matters other than the date on which the passport will be ready for pick-up. My daytime phone number is:

() - _____.

Signature