

SAMPLE LETTER FOR 2ND PASSPORT

DATE

Dear U.S. Department of State Passport Agent:

I, **(NAME ON PASSPORT)**, bearer of current US passport number **(ENTER NUMBER)** issued on **(DATE)** am currently scheduled to travel internationally to the following locations on the following dates:

LIST LOCATIONS AND DATES

Because of the time required processing the necessary visas it is not practical for me to use my existing passport for other planned international travel during significant periods.

I respectfully request that you issue a second passport for my use to obtain the necessary visas and/or to facilitate my travel while visas are being processed in my existing passport.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Agency, or, if abroad, to the nearest American Embassy or Consulate General.

I understand that both passports must be submitted for inspection or cancellation when I request any passport service in the future.

Thank you for your assistance.

Sincerely,

(NAME ON PASSPORT)