



**United States Department of State**

*Washington Passport Agency*

*44132 Mercure Circle*

*PO Box 1192*

*Sterling, Virginia 20166-1192*

C/O: Passport Plus Visas  
20 East 49th Street, 3rd Fl  
New York NY 10017

To Passport Agency  
New York NY

Please complete and sign the statement below regarding your request for a second passport.

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 provided on my passport application. I understand that one passport will be limited for four 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 U.S. Embassy/Consulate.

NAME: \_\_\_\_\_  
(Please Print Name Legibly)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

We appreciate your assistance in this matter so that we may continue processing your passport application. If we do not receive the requested information **within ninety (90) days from the date of this letter**; or the information you submit is insufficient to establish your entitlement to a U.S. passport in accordance with the relevant provisions of Part 51, Title 22 of the Code of Federal Regulations, your application will be denied and your evidence returned to you. By law, the passport execution and application fees are non-refundable. Any special return postage will be returned or refunded.

If you have any questions regarding this letter or your passport application, contact the National Passport Information Center (NPIC), toll-free, at 1-877-487-2778 (TTY/TDD: 1-888-874-7793). For general passport information, to check the status of your passport application, or to enroll in our Smart Traveler Enrollment Program (STEP), please visit us online at [travel.state.gov](http://travel.state.gov).

**PLEASE RETURN A COPY OF THIS LETTER WITH YOUR REPLY.**

Sincerely,

Customer Service Department