

# UNITED CREW 2nd PASSPORT CHECKLIST

--FILL OUT ALL FORMS LISTED BELOW

--PRINT OUT ALL FORMS SINGLE-SIDED

--FILL OUT & SIGN ALL DOCUMENTS WITH THE SAME PEN IN SAME INK COLOR. USE BLACK BALL POINT PEN. NO SHARPIE LOOKING PENS PLEASE

--YOU CAN INCLUDE CHINESE VISA PAPERWORK IN THE SAME PACKAGE

- ORIGINAL 10YR PASSPORT (must be valid, signed, and NOT damaged)
- TWO PHOTOS (must be recently taken with last 2-3 months, on white background and sharp)
- ONE APPLICATION DS-82
- ONE LETTER OF AUTHORIZATION FOR AMERICAN VISA SERVICE
- COPY OF CREW ID (FRONT & BACK)
- 2ND PASSPORT REQUEST LETTER
- 2ND PASSPORT STATEMENT
- AVS ORDER FORM

COST: \$475.00 (total fee includes \$230 government fee, \$200 service fee and \$45 overnight FedEx fee. Please note, only government fee will be reimbursed by United.)

Please note 2nd passports **cannot** be used to apply **for a crew visa**.

You will use your 10yr passport for crew visa and keep your 2nd passport to fly as a backup.

PROCESSING TIME: 7-10 DAYS

MAIL THE DOCUMENTS LISTED ABOVE TO:

**AMERICAN VISA SERVICE**

**53 WEST JACKSON BLVD, SUITE 1226**

**CHICAGO IL 60604**

**Tel: 312-922-8860**



## U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

Please print legibly using black ink only. If you make an error, complete a new form. Do not correct or white out. For information or questions, visit [travel.state.gov](http://travel.state.gov) or contact the National Passport Information Center (NPIC) at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or [NPIC@state.gov](mailto:NPIC@state.gov).

### SECTION A. ELIGIBILITY TO USE THIS FORM

This form is used by U.S. passport holders to renew their current or recently expired U.S. passport book and/or card (a travel document attesting to one's identity and issued to U.S. citizens or non-citizen U.S. nationals). This form can be submitted by mail. You are eligible to use this form if you can answer "Yes" to ALL statements below about your passport:

- YES  NO I can submit my most recent U.S. passport book and/or card with this application.
- YES  NO I was at least 16 years old when my most recent U.S. passport book and/or card was issued.
- YES  NO I was issued my most recent U.S. passport book and/or card less than 15 years ago.
- YES  NO The U.S. passport book and/or card that I am renewing has not been mutilated, damaged, or reported lost or stolen.
- YES  NO My U.S. passport was not limited to less than the normal ten-year validity period due to passport damage/mutilation, multiple passport thefts/losses, or non-compliance with 22 C.F.R. 51.41. (Refer to the last page of your U.S. passport book for endorsement information.)
- YES  NO My name has not changed since my most recent U.S. passport book and/or card was issued.
- OR --
- YES  NO My name has changed by marriage or court order, and I can submit proper certified documentation to reflect my name change (such as a certified copy of a marriage certificate, or court order). Visit [travel.state.gov/namechange](http://travel.state.gov/namechange) for a complete description of accepted documents.

**If you answered "NO" to any of the statements above, STOP. You cannot use this form.**

**You may be eligible to apply on form DS-11 or DS-5504 depending on your circumstances. Visit [travel.state.gov](http://travel.state.gov) for more information.**

**Notice to Applicants for No-Fee Regular, Service, Official, or Diplomatic Passports:** You may use this application if you meet all provisions listed; however, you must consult your sponsoring agency for instructions on proper routing procedures before forwarding this application. Your completed passport will be released to your sponsoring agency and forwarded to you.

**Replacing a Lost, Stolen, or Damaged Passport:** A United States citizen or non-citizen national may not normally have more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or card cannot be presented with a new application, you must apply using form DS-11, Application for a U.S. Passport.

The information you provide regarding your lost or stolen valid U.S. passport book or card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or card. Anyone using the passport book or card that was reported lost or stolen may be detained upon entry into the United States. **If you find the U.S. passport book or card that was reported lost or stolen, immediately report it as found and submit it for cancellation. It has been invalidated. You cannot use that passport book or card for travel.**

### SECTION B. STEPS TO RENEW A U.S. PASSPORT

1. Complete and sign this form.
2. Attach one color photograph 2x2 inches in size, your previously issued U.S. passport, and supporting documents (See Section D of these instructions).
3. Mail us your application and attachments (See Section E of these instructions).
4. Track application status online at [Passportstatus.state.gov](http://Passportstatus.state.gov).
5. Receive new passport and original supporting documents (that you submitted with your application).



U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

Please print legibly using black ink only. If you make an error, complete a new form. Do not correct or white out.

OMB Control No. 1405-0020
Expiration Date: 06/30/2028
Estimated Burden: 40 Minutes

Select document(s) for which you are applying:

U.S. Passport Book U.S. Passport Card Both

The U.S. passport card is not valid for international air travel. (See instruction page 3)

Regular Book (Standard) Large Book (Non-Standard)

The large book is for frequent international travelers who need more visa pages.

1. Name Last (Your name must match previous passport or name change document)

First

Middle

D O S NFR

End. #

Exp.

2. Date of Birth (MM/DD/YYYY)

3. Sex

M F

4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known)

5. Social Security Number

6. Email (See application status at passportstatus.state.gov)

7. Primary Contact Phone Number

8. Mailing Address Line 1: (Street/RFD#, P.O. Box, or URB)

Address Line 2: (Include Apartment, Suite, In Care Of or Attention if applicable.)

City

State

Zip Code

Country (if outside the United States)

9. List all other names you have used. (Example: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)

A.

B.

10. U.S. Passport Information

Your name as printed on your most recent U.S. passport book and/or passport card

Most recent U.S. passport book number

Book Issue date (MM/DD/YYYY)

Most recent U.S. passport card number

Card Issue date (MM/DD/YYYY)

11. Name Change Information Complete if name is different than last U.S. passport book or passport card

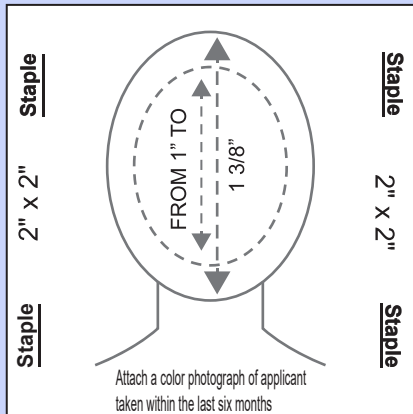
Changed by Marriage

Place of Name Change (City/State)

Date (MM/DD/YYYY)

Changed by Court Order

Please submit a certified copy.



Attach a color photograph of applicant taken within the last six months

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW. THEN COMPLETE PAGE 2

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not performed any of the acts listed under "Acts or Conditions" on page 4 of the instructions of this application (unless an explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false statements in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page 4 of the instructions to the application form.

x Applicant's Legal Signature

Date

FOR ISSUING OFFICE ONLY

PPT BK C/R PPT BK S/R PPT CD C/R PPT CD S/R

Marriage Certificate Date of Marriage/Place Issued:

Court Order Date Filed/Court:

From

To:

Other:

Attached:



DS 82 C 04 2025 1

For Issuing Office Only -> Bk Fee Cd Fee EF Postage Other

<b>Name of Applicant</b> (Last, First & Middle)	<b>Date of Birth</b> (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>

<b>12. Height</b>	<b>13. Hair Color</b>	<b>14. Eye Color</b>	<b>15. Occupation</b>	<b>16. Employer or School</b> (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>17. Additional Contact Phone Numbers</b>	<input type="checkbox"/> Home <input type="checkbox"/> Cell	<input type="checkbox"/> Home <input type="checkbox"/> Cell
<input type="text"/>	<input type="checkbox"/> Work <input type="checkbox"/>	<input type="checkbox"/> Work <input type="checkbox"/>

<b>18. Permanent Address:</b> (Complete if PO Box is listed in Mailing Address <u>or</u> if residence is different from Mailing Address. <b>Do not list a PO Box.</b> )				
Street/RFD # or URB			Apartment/Unit	
<input type="text"/>			<input type="text"/>	
City	State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

<b>19. Your Emergency Contact</b> (Provide the information of a person not traveling with you to be contacted in the event of an emergency.)				
Name		Address: Street/RFD # or PO Box		Apartment/Unit
<input type="text"/>		<input type="text"/>		<input type="text"/>
City	State	Zip Code	Country	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Relationship To Applicant			
<input type="text"/>	<input type="text"/>			

<b>20. Travel Plans</b> (If no travel plans, please write "none")		
Departure Date (MM/DD/YYYY)	Return Date (MM/DD/YYYY)	Countries To Be Visited
<input type="text"/>	<input type="text"/>	<input type="text"/>

**STOP!**

**PLEASE BE SURE TO:**

- 1. Print form on two separate pages**
- 2. Sign and date on Application Page 1**
- 3. Submit both pages (see Instruction Page 3)**





**VISAS • PASSPORTS • DOCUMENTS**

53 WEST JACKSON BLVD, STE 1226

CHICAGO IL 60604

TEL (312) 922-8860

[www.avschicago.com](http://www.avschicago.com)

**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 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 acting in loco parentis)

Applicant Name:

\_\_\_\_\_

(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_  
(Area Code -XXX-XXXX)

Date: \_\_\_\_\_  
(MM/DD/YYYY)

Courier Company Name: **American Visa Service, Inc** \_\_\_\_\_

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

## Statement Regarding a Second Valid Passport

To: U.S. Department of State

Passport Agency: \_\_\_\_\_

I, the undersigned, am the bearer of the passport indicated below. In view of the restrictive entry policies of one of the countries 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. I am therefore requesting the issuance of a second, limited valid passport, which I understand will be limited in validity for four years. Should either passport be lost or stolen, I will report immediately the circumstances of the loss or theft to Passport Services, or if abroad, to the nearest U.S. Embassy or Consulate.

Name: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Country or Countries to be Visited: \_\_\_\_\_

Entry Impossible Due to Visas or  
Markings From (Specify Countries): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**United States Department of State**

*Washington Passport Agency*

*44132 Mercure Circle*

*PO Box 1192*

*Sterling, Virginia 20166-1192*

C/O: American Visa Service  
53 W Jackson Blvd, Ste 1226  
Chicago IL 60604

To Passport Agency  
Chicago IL

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

**AMERICAN VISA SERVICE**

53 W. Jackson Blvd., Ste 1226  
Chicago IL 60604

Tel: 312-922-8860 E-mail: info@avschicago.com



**AVS Order Form**

**Applicant Information**

<b>Traveler One (1):</b>		
First Name:	Last Name:	DOB:
<b>Traveler Two (2):</b>		
First Name:	Last Name:	DOB:
<b>Traveler Three (3):</b>		
First Name:	Last Name:	DOB:

**Services Requested (check all that apply)**

US Passport Services:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> 2 <sup>nd</sup> Passport	<input type="checkbox"/> Name Change	<input type="checkbox"/> Lost	<input type="checkbox"/> Passport Card
Visa Services:	<input type="checkbox"/> Tourist	<input type="checkbox"/> Business	<input type="checkbox"/> Employment	<input type="checkbox"/> Residence	<input type="checkbox"/> Family Visit	
Type of Visa (entries):	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Multiple	<input type="checkbox"/> Not Sure		
Country/Countries:			Processing Speed Requested:			
Date of Departure from USA:			Date Needed in Your Hands:			

**Shipping Information (where to ship your paperwork back)**

Shipping Method:	<input type="checkbox"/> FedEx Overnight	<input type="checkbox"/> FedEx 2 Day	<input type="checkbox"/> Use My Label/FedEx Account #:
Shipping Address: (no PO BOX)	Company:	Name:	
	Street Address:		
	City:	State:	Zip Code:
	E-mail:	Phone Number:	

**Contact Information (for questions, status updates, additional requests, etc)- this is NOT your emergency contact**

Name:		Relationship to Applicant:	
Phone #:		E-mail:	

**Payment Information**

Form of Payment	<input type="checkbox"/> Check (company)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Credit Card Info:	Card Number:	Exp. Date:	CVV Code:		
	Cardholder's Name:				
	Billing Zip Code:				
Authorization to Charge:	Signature:	Date:	Amount: \$		

**Disclaimer:** Please send all required documents for processing to the address above. Service and embassy fees are non-refundable and are subject to change without notice. AVS is not responsible for any policy changes at the Passport Agency or any of the Embassies as well as delays, damages or loss of documents resulting from the actions of the Passport Agency, any Embassies, FedEx or postal services. By sending this order form, you agree to receive occasional e-mails from AVS with important updates and announcements.

