



## **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. *(Input information on form below),*
- 3-** Complete TWO (2) Authorization Forms (Input information on form below),
- 4-** You must also submit your original current valid passport,
- 5-** Prepare and submit an original signed letter on your company letterhead *(input information on sample letter below),*
- 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.

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:

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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

## 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)

Los Angeles Passport Agency  
Federal Building  
11000 Wilshire Boulevard, Suite 1000  
Los Angeles, CA 90024

**RE: Request for Issuance of Second Passport**

Dear Madam or Sir:

In behlf of \_\_\_\_\_, an employee of \_\_\_\_\_  
we hereby request issuance of a second passport to facilitate his continued international  
travel and visa processing.

\_\_\_\_\_ Is currently in possession of Passport Number \_\_\_\_\_,  
issued on \_\_\_\_\_.

The nature of company related travels abroad is mainly business and frequently there is  
insufficient time available between trips to procure requisite visas for other approaching  
and scheduled business trips. As such, having a second passport to apply for visas will be  
greatly useful, and practical, to meet our company business objectives.

Other pertinent forms and documents in support of this request are enclosed.

Thank you in advance for your anticipated professional courtesy.

Sincerely yours,



**Atlas Passport and Visa Services**  
515 N. Central Ave., Suite B,  
Glendale, CA 91203

### **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 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)

515 North Central Avenue, Suite B, Glendale, California 91203  
<http://www.1800atlas.com> ♦ [visa@atlaspvs.com](mailto:visa@atlaspvs.com)  
Tel: 818-242-2400 ♦ Fax: 818-242-2475