



Just Passports

600 West 9th Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

www.justpassports.com

SECOND LIMITED PASSPORT

ELIGIBILITY:

- CAN SUBMIT YOUR MOST RECENT U.S. PASSPORT; **AND**
- WERE AT LEAST 16 YEARS OLD WHEN YOUR MOST RECENT U.S. PASSPORT WAS ISSUED; **AND**
- WERE ISSUED YOUR MOST RECENT U.S. PASSPORT LESS THAN 8 YEARS AGO; **AND**
- ARE USING THE SAME NAME ON YOUR MOST RECENT PASSPORT; **AND**
- CAN SHOW A VALID REASON FOR NEEDING A SECOND LIMITED PASSPORT.

REQUIREMENTS

1. YOUR CURRENT SIGNED PASSPORT THAT HAS AT LEAST TWO YEARS VALIDITY REMAINING.
2. SIGNED APPLICATION FORM DS-82 ([CLICK HERE](#)) MUST BE COMPLETED ONLINE AND PRINTED OUT.
3. ONE COLOR PASSPORT TYPE PHOTOGRAPH (2"x2") WITH A WHITE BACKGROUND - NO GLASSES. ([CLICK HERE](#)) FOR MORE DETAILED PHOTO REQUIREMENTS.
4. TWO ORIGINAL TYPED LETTER OF AUTHORIZATIONS. (**SEE BELOW**)
5. SIGNED ATTACHMENT "A" FORM. (**SEE BELOW**)
6. A COMPANY LETTER REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED. (**SEE BELOW FOR EXAMPLE**)
7. A LETTER FROM APPLICANT REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED. (**SEE BELOW FOR EXAMPLE**)
8. A TRAVEL ITINERARY SUPPORTING YOUR INTERNATIONAL DESTINATIONS AS STATED IN THE LETTERS AND APPLICATION.
9. \$170.00 CHECK OR MONEY ORDER MADE PAYABLE TO "DEPARTMENT OF STATE". THE DEPARTMENT OF STATE DOES NOT ACCEPT TEMPORARY CHECKS. IF FOR WHATEVER REASON YOU DO NOT HAVE THESE ITEMS, I CAN TAKE CARE OF THIS PART, PLEASE ME KNOW AND PLEASE DON'T LET THIS HOLD UP THINGS (\$10.00 ADDITIONAL CHARGE)
10. COPIES OF ALL OF THE ABOVE AND PLEASE STAPLE THEM TO THE WORK ORDER.



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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 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)

Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

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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.

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(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
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Courier Company Name: _____

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EXAMPLE LETTER FOR SECOND LIMITED PASSPORT “COMPANY LETTER”

DATE: _____

DEAR PASSPORT REPRESENTATIVE

MR./MRS, _____, IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS AN (POSITION) FOR (COMPANY NAME). HIS/HER POSITION REQUIRES THAT HE/SHE TRAVELS FREQUENTLY ON INTERNATIONAL TRIPS AND USUALLY ON A SHORT NOTICE. WE ARE REQUESTING THAT HE/SHE BE ISSUED A SECOND LIMITED PASSPORT TO ENABLE OUR COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE (DESTINATION OF THE 2nd TRIP) CONSULATE, WHO HAS ADVISED THAT THE PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS LONG AS 1 MONTH, THEREFORE HE/SHE COULD USE HIS/HER CURRENT PASSPORT TO TRAVEL TO (DESTINATION OF 1st TRIP) ON (DATE). YOUR ASSISTANCE IN THIS MATTER IS VERY MUCH APPECIATED.

THANK YOU,

(SUPERVISORS SIGNATURE)

THIS LETTER HAS TO BE ON YOUR COMPANY LETTER HEAD



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EXAMPLE LETTER FOR SECOND LIMITED PASSPORT “INDIVIDUAL LETTER”

DATE: _____

DEAR PASSPORT REPRESENTATIVE

I, _____, AM EMPLOYED BY (COMPANY NAME) AS AN (POSITION). MY POSITION REQUIRES THAT I TRAVEL FREQUENTLY ON INTERNATIONAL TRIPS AND USUALLY ON A SHORT NOTICE. I AM REQUESTING THAT I BE ISSUED A SECOND LIMITED PASSPORT TO ENABLE MY COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE (DESTINATION OF THE 2nd TRIP) CONSULATE, WHO HAS ADVISED THAT THE PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS LONG AS 1 MONTH, THEREFORE I COULD USE MY CURRENT PASSPORT TO TRAVEL TO (DESTINATION OF 1st TRIP) ON (DATE). YOUR ASSISTANCE IN THIS MATTER IS VERY MUCH APPRECIATED.

THANK YOU,

(APPLICANTS SIGNATURE)

Attachment "A"

TO: U.S. Department of State

_____ Passport Agency

I, the undersigned, am the bearer of valid U.S. passport number _____
(Number)

Issued on _____. However, in view of the restricted entry policies and/or
(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 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.

(Applicants signature)

(Today's date)



United States Department of State

Houston Passport Agency

1919 Smith Street

Suite 1100

Houston, Texas 77002-8049

PLEASE COMPLETE THE FOLLOWING INFORMATION IN ORDER TO COMPLY WITH YOUR REQUEST FOR A SECOND PASSPORT. ALSO SUBMIT EITHER AN ITINERARY FROM A TRAVEL AGENCY OR COMPANY LETTER SPECIFYING COUNTRIES TO BE VISITED.

REQUEST FOR SECOND PASSPORT

I, _____, AM HOLDER OF PASSPORT
_____, ISSUED ON _____ AT THE _____
PASSPORT AGENCY. MY CURRENT PASSPORT CONTAINS A
VISA/ENTRY/EXIT STAMP(S) FROM _____. I AM
SCHEDULED TO TRAVEL TO _____ ON _____.
DUE TO THE CURRENT CONDITIONS NOW EXISTING BETWEEN THESE
COUNTRIES, I WILL NOT BE ALLOWED TO ENTER _____
WITH MY CURRENT PASSPORT. THEREFORE, I REQUEST THE ISSUANCE
OF A SECOND PASSPORT.

I UNDERSTAND THIS PASSPORT WILL BE LIMITED IN VALIDITY NOT TO
EXCEED TWO YEARS AND WILL NOT STATE A GEOGRAPHIC LOCATION.

I ALSO WILL REPORT IMMEDIATELY THE LOST/THEFT/MUTILATION OF
EITHER PASSPORT TO THE NEAREST PASSPORT AGENCY OR AMERICAN
CONSULATE.

SIGNATURE

DATE



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WORK ORDER

DEPARTURE DATE: _____ NEED BY DATE: _____

VISA NEEDED? _____ YES _____ NO IF YES, WHAT COUNTRY? _____

APPLICANT'S INFORMATION

(FIRST NAME) (MIDDLE NAME) (LAST NAME)

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER (LAST 4 DIGITS) _____

JUST PASSPORTS SERVICE FEES (CHECK ONE)

_____ \$150.00 – 8-15 BUSINESS DAY PROCESSING

_____ \$225.00 – 4-7 BUSINESS DAY PROCESSING (*LIMITED - PLEASE CALL FOR DETAILS*)

_____ \$350.00 – 1-3 BUSINESS DAY PROCESS (*LIMITED - PLEASE CALL FOR DETAILS*)

_____ \$10.00 – PASSPORT PHOTO'S (PROCESSED IN MINUTES)

ALL PROCESSING TIME STARTS ONCE THE PASSPORT REQUEST HAS BEEN SUBMITTED TO THE PASSPORT AGENCY

RETURN DELIVERY FEE

_____ \$30.00 – FEDERAL EXPRESS (MONDAY – FRIDAY)

_____ \$50.00 – FEDERAL EXPRESS (SATURDAY) – NOT ALWAYS AVAILABLE

_____ \$0.00 – PREPAID RETURN DELIVERY AIR BILL ENCLOSED

_____ \$0.00 – P/UP AT JUST PASSPORTS OFFICE

TOTAL AMOUNT: \$ _____

CONTINUED...



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CONTACT/RETURN ADDRESS

CONTACT NAME: _____

COMPANY NAME (IF APPLICABLE): _____

STREET (NO P.O. BOX): _____

SUITE/APT. NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER #1: _____

PHONE NUMBER #2: _____

EMAIL ADDRESS: _____

PAYMENT METHOD

CARD TYPE: _____ CVV NUMBER: _____

CARD NUMBER: _____ EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO BE CHARGED TO THE CREDIT CARD: \$ _____

CARD HOLDER NAME: _____

SIGNATURE: _____ DATE: _____

OR

PAY BY CASH, CHECK, OR MONEY ORDER.

IMPORTANT NOTE

TERMS AND CONDITIONS ARE LISTED ON www.justpassports.com. REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE, AND ALL FEES ARE NON-REFUNDABLE. THE PASSPORT AGENCY RESERVES THE RIGHT TO PRIORITIZE THE PROCESSING TIME ACCORDING TO THE INTERNATIONAL DEPARTURE DATE.

“THE PASSPORT & VISA PROS”