

## SECOND PASSPORT APPLICATION CHECKLIST

---

- ( ) **DS-82 Application Form**  
Fill out online, print and sign it. *It must have an original signature.* Please fax us a copy at 530-579-3315 or e-mail [info@world-visa.com](mailto:info@world-visa.com)
  
- ( ) **2 Identical Passport Photos**  
Two recent original passport size photographs (2"x2") on a white or clear background.
  
- ( ) **Valid Passport Book**  
Include your current valid passport. Passport must be signed and it must be in good condition. Otherwise, it will not be accepted if damaged or mutilated.
  
- ( ) **Statement for Second Passport Book**  
Statement from the applicant requesting for a Second Passport (please explain in DETAIL the need or necessity to have a second passport, and also enclose a flight itinerary showing countries that require visas)
  
- ( ) **Authorization Letter**  
Print 1 copy of the authorization letter. *It must have your original signature.* This allows us to act as an agent on your behalf.
  
- ( ) **Proof of Departure**  
Provide a copy of your flight itinerary or copy of your airline ticket or letter from the company stating the details of the travel. Please note that for Same Day or Next Day Processing, USA departure must be within 2 to 3 days from the day we receive your passport application.
  
- ( ) **Government Fee**  
Check or money order payable to "US Department of State" (\$170.00 for passport book). Please write your name and date of birth on the check.
  
- ( ) **Travel the World Service Order Form**  
Fill out the Travel the World Service Order Form, include the order of processing (rush or regular), mode of payment (check, money order or credit card) and the return mail address.

### **SEND PACKAGE TO:**

**TRAVEL THE WORLD VISAS, INC**  
**1930 18th Street NW, Unit #1**  
**Washington, DC 20009**  
**Tel # 202-223-8822**