



# SAN FRANCISCO SECOND VALID PASSPORT

ALL TRAVELERS must include the following documents in your package to G3:

- ✕ **Your current primary (10 year) US passport book.** Submit the original, not a copy.
  - Your primary passport must be valid and signed.
  - If your 10 year passport will expire in less than a year, you will need to renew the passport.
  - If you previously have been issued a second valid (2 year) passport and you cannot provide your primary (10 year) passport because of current international travel, contact G3 for additional instructions at [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com).

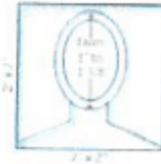
- ✕ **Your expired or expiring second valid (2 year) passport, if applicable.**
  - If you previously have been issued a second valid (2 year) passport, you must include this passport book for submission to US Department of State. If you have been issued a second valid passport on more than one occasion, include the second valid passport issued most recently.
  - If you previously have been issued a second valid passport and this passport is no longer in your possession because it was lost or destroyed, contact G3 for additional instructions at [Passports@g3visas.com](mailto:Passports@g3visas.com) or 888.883.8472.

Your valid primary passport (and prior second valid passport, if applicable) will be returned with your new passport.



- ✕ **US Passport Form DS-82.** The application must be created online at <https://passport.state.gov> then printed and signed with a pen-to-paper signature in blue or black ink. The signature must match the signature in your current passport. See Page 5 for details.

- ✕ **One NEW passport-style color photograph.**



- The photo must be on high-quality photo paper with a white background, taken within the last six months.
- Must be 2"x2" with face measuring 1" to 1 3/8" from top of head to chin.
- Photos must be clearly different from photos in any previously issued passports.
- No uniforms, sunglasses, or hats are allowed, except for religious headgear. You must include a signed letter explaining that the item is worn daily for religious reasons.

- ✕ **Letters of Authorization, completed and signed.** The Letter of Authorization (LOA) allows G3 to represent you to all agencies involved in issuing your passport. Please print, complete, and sign all LOAs attached. The signature on all the LOAs must be an original pen-to-paper signature in blue or black ink, and must match the signature on your current passport and your application form. No faxes, scans or copies will be accepted.
- ✕ **Second Valid Passport Request Form** (attached), completed by hand and signed by the applicant in blue or black ink.
- ✕ **Second Valid Letter of Request**, signed by the applicant with an original pen-to-paper signature. A sample is attached. The Letter of Request must describe specific trips that demonstrate one of two reasons for a second valid passport:
  - Trips arriving and departing in close proximity, making it difficult to acquire the visas needed for the second trip.
  - Primary passport contains Israel markings and future travel includes visits to Middle East countries that may deny entry, or future travel includes visits to Israel and then visits to Middle Eastern countries that may deny entry. Countries that may deny entry to US citizens with passports containing Israel markings include Algeria, Iran, Iraq, Lebanon, Libya, Pakistan, Saudi Arabia, Sudan, Syria, and Yemen. This list is subject to change by the US Department of State.
- ✕ **Proof of known or anticipated travel plans.**
  - Copy of airline reservations showing applicant's name and all trips described in the second valid letter of request,
  - Copy of crewmember trip sheet showing all trips described in the second valid letter of request, or
  - A business letter (on company letterhead) stating that a passport is required for travel. This letter must signed by a representative of the company other than the applicant with an original pen-to-paper signature and must specify the applicant's departure dates and destinations. A sample is attached.