



Tel: 888 838 4867 ♦ Email: TOUR@PinnacleTDS.com

REQUIREMENTS TO EXPEDITE SECOND U.S. PASSPORT

- 1.** One completed application form DS-82 (See attached)
- 2.** Two professional passport photographs, taken within the past 3 months.
- 3.** Currently valid passport.
- 4.** Proof of the departure date from the USA (copy of itinerary or air tickets indicating eminent international travel).
- 5.** **Letter of Authorization** stating "I authorize the company stated below (Pinnacle Travel Document Systems) to submit my passport application to a passport agency and pick up the passport from a US passport agency on my behalf. (see attached) This letter requires the original signature of the applicant in **BLUE INK**."
- 6.** Letter "Attn: U.S. Passport Agency" on personal or business letterhead detailing the need for and requesting the second passport. (see attached sample)

Fees:

PTDS Second Passport Service Fee:	\$105.00
U.S. Government Renewal & Expediting Fee:	\$175.00
FedEx Return (per household)	\$ 36.00
Total	\$316.00

Send **the above documents by FedEx or other traceable courier service to:**

PINNACLE TRAVEL DOCUMENT SYSTEMS
1625 K Street NW Suite 750
WASHINGTON D.C. 20006
1-888-838-4867

PROCESSING INFORMATION

- Your application will be hand carried to the U.S. Passport Agency. There, the Passport Agent will examine the application and if all documents are in order, assign a date the passport will be issued (according to departure date from U.S.). Processing time varies according to the departure date from the U.S. and visas required – usually 4-10 days.
- A 52-page business traveler's passport can be issued in lieu of the usual 27-page passport on request at no additional charge. Attach a note requesting a 52-page passport to the passport application.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. MISSING OR INCORRECT INFORMATION MAY RESULT IN SIGNIFICANT DELAYS

Please note that shipping fees, application requirements and fees are subject to change without notice.
Check or credit card payment accepted. Credit card payment subject to 3.8% surcharge.

PLEASE BE CERTAIN TO INCLUDE THE FOLLOWING:



- ◆ Your currently valid passport
- ◆ This completed form
- ◆ One (1) completed US Government application form DS-82 *per person*
- ◆ One (1) Letter of Authorization *per person* executed in **blue ink**
- ◆ One (1) Letter detailing need for and requesting second passport *per person*
- ◆ Two (2) professional passport-type photographs *per person*
- ◆ Proof of departure from the U.S.
- ◆ Check or credit card authorization below

PLEASE PRINT CLEARLY

Full Name (1): _____ Full Name (2): _____

Passport #: _____ Exp: / / Mo Yr Passport #: _____ Exp: / / Mo Yr

Home _____ Home Tel: _____

Mailing _____ Work Tel: _____

Address: _____ Email: _____

(FedEx cannot deliver to PO boxes) Date of Departure from Home: / / Month Day Year

Address _____ Service: **US Passport Second**

For the _____ Special Instructions: _____

Return of _____

Passport: _____

Tel: _____

Please indicate below if there are known periods during which you will not be available to sign for the return of your passport via FedEx.

I will not be at my home and/or return shipping address from / / to / / Month Day Year Month Day Year

CREDIT CARD AUTHORIZATION: AMEX / VISA / MC (please circle one)

Cardholder Name: _____ Billing Address: _____ Billing Zip Code: _____

Card #: _____ CID# _____ Expires: / / Amount US\$ _____ Signature: _____ Mo Yr

PTDS PSPT SECOND (175)105 FX36 3.8%

**Travel Document Systems
1625 K Street NW Suite 750
Washington DC 20006
888-838-4867**

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. **DO NOT CHECK THIS BOX. WE WILL BE UNABLE TO PROCESS YOUR REQUEST FOR PASSPORT SERVICES IF THIS BOX IS CHECKED.**

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: DOE, JOHNATHAN BONHAM
(Last Name, First Name, Middle Name)

Applicant Phone No: 987-654-3210 Date: TODAY'S DATE
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: PINNACLE TRAVEL DOCUMENT SYSTEMS

Applicant Signature: PLEASE DO NOT FORGET TO SIGN HERE
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

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- 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)

**To: U.S. Department of State
Passport Agency**

I, _____, bearer of current US passport number _____ issued on _____ am currently scheduled to travel internationally to the following places on the following dates:

I will need to obtain visas in conjunction with my planned travel to the countries listed below. Because of the time required to process the necessary visas it is not practical for me to use my existing passport for other planned international travel during significant periods.

I respectfully request that you issue a second passport for my use to obtain the necessary visas and/or to facilitate my travel while visas are being processed in my existing passport.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Agency, or, if abroad, to the nearest American Embassy or Consulate General.

I understand that **both** passports must be submitted for inspection or cancellation when I request any passport service in the future.

Thank you.

Signature of Applicant

Signature of parent if applicant is under age 18

Complete if Applicable:

I am requesting that my application for passport be expedited, as I will also be required to apply for visas for the following countries:



U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

OMB CONTROL NO. 1405-0020
EXPIRATION DATE: 11-30-2019
ESTIMATED BURDEN: 40 MIN

Please Print Legibly Using Black Ink Only

Attention: Read WARNING on page 1 of instructions
Please select the 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. For more information see page 1 of instructions.
- Regular Book (Standard) Large Book (Non-Standard)

Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last _____

First _____ Middle _____

D O DP DOTS Code _____

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 (Info alerts offered at travel.state.gov) _____ 7. Primary Contact Phone Number _____

@ _____

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

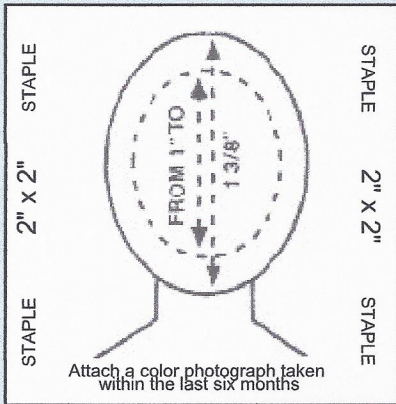
Address Line 2: **Clearly label** Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., *In Care Of - Jane Doe, Apt # 100*) _____

City _____ State _____ Zip Code _____ Country, if outside the United States _____

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

A. _____

B. _____



10. Passport Book and/or Passport Card Information
Your name as printed on your most recent U.S. passport book and/or passport card _____

Most recent passport book number _____ Issue date (mm/dd/yyyy) _____

Most recent passport card number _____ 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. (Photocopies are not accepted!)

CONTINUE TO PAGE 2

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

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, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless 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 documents 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 one 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 08 2013 1 *

For Issuing Office Only → Bk Fee _____ Cd Fee _____ EF _____ Postage _____ Other _____

Name of Applicant (Last, First & Middle) _____ Date of Birth (mm/dd/yyyy) _____

12. Height _____ 13. Hair Color _____ 14. Eye Color _____ 15. Occupation _____ 16. Employer or School (if applicable) _____

17. Additional Contact Phone Numbers

 Home Cell Home Cell
 Work _____ Work _____

18. Permanent Address: If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.
Street/RFD # or URB (No P.O. Box) _____ Apartment/Unit _____
City _____ State _____ Zip Code _____

19. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.
Name _____ Address: Street/RFD # or P.O. Box _____ Apartment/Unit _____
City _____ State _____ Zip Code _____ Phone Number _____ Relationship _____

20. Travel Plans
Departure Date (mm/dd/yyyy) _____ Return Date (mm/dd/yyyy) _____ Countries to be visited _____

**STOP! YOU HAVE COMPLETED YOUR APPLICATION
BE SURE TO SIGN AND DATE PAGE ONE**

WHERE DO I MAIL THIS APPLICATION?

If applying in the United States or Canada:

FOR ROUTINE SERVICE (If you live in CA, FL, IL, MN, NY, or TX): National Passport Processing Center P.O. Box 640155 Irving, TX 75064-0155	FOR ROUTINE SERVICE (If you live in any other state or Canada): National Passport Processing Center P.O. Box 90155 Philadelphia, PA 19190-0155	FOR EXPEDITED SERVICE (Additional Fee, any state or Canada): National Passport Processing Center P.O. Box 90955 Philadelphia, PA 19190-0955
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Because of the sensitivity of the enclosed documents, Passport Services recommends using trackable mailing service when submitting your application.

If applying outside the United States or Canada:

United States citizens residing outside the U.S. or Canada **CANNOT** submit this form to domestic addresses listed above. Such applicants should visit www.usembassy.gov to find the nearest U.S. Embassy or Consulate for procedures for applying outside the United States.

