

LETTER TO U.S. PASSPORT OFFICE REQUESTING SECOND  
PASSPORT (Send this exact letter with the blanks filled in)

Date

U.S. Passport Office

I intend to travel to \_\_\_\_\_ and \_\_\_\_\_.

[Select ONE of the following to be included in your letter, depending on circumstances]

- a) In view of the restrictive entry requirements of one of the countries that I will be visiting, it is impossible for me to complete my trip using my current passport.
  
- b) I am required to surrender my passport to the \_\_\_\_\_ Consulate for visa processing. The processing time for the student visa conflicts with my time abroad for a trip to \_\_\_\_\_

Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries mentioned above. I understand that this passport will be limited in duration and it may be renewed at the end of that period if my need to travel to the aforementioned countries continues.

Should either of my passports be lost or stolen, I will report the circumstances to the Department of State or the nearest American embassy or consulate immediately.

Sincerely,

[Signature]

Name of Applicant