



SECOND PASSPORT CHECKLIST

Please include the signed checklist in the UPS Envelope.

DS-82 Application (Complete Online & Print Out) MUST SIGN

COMPLETE ONLINE and PRINT OUT SINGLE-Sided. HAND-WRITTEN and Double-sided applications will NOT be accepted. Once application is complete - click "Create Form" (on bottom left) The newly created application will have two barcodes, one on left side and the other on bottom right. Both barcodes must be CLEAR. Do Not Forget to SIGN and DATE the application.

Passport Photo

Include NEW passport photo which can be taken at CVS, Walgreens or Kinkos. Must Be: 2 x 2 inches, in color, taken within the past 6 months, full face, front view with a plain white background. NO UNIFORMS or headgear. If you normally wear prescription glasses, a hearing aid or similar articles, they should be worn. Carefully staple photo to the Application.

Current Passport

Include passport. Passport must be in good condition and have been valid for 10 years. It will not be accepted if damaged or mutilated. Passport must be less than 15 years old from issue date. Note: if your name has changed since the issuance of your current passport, an original or state certified name change document is required.

Request For Second Passport

If you are a frequent traveler, Include one copy of a letter stating the reason why you need a second valid passport. Please see example letter in instruction email.

Government Fees

Check (or money order) payable to "US Department of State" for \$170.00 is required (\$200.00 for Passport book + Card) Remember to Sign check and write amount in proper format (One Hundred Seventy and 00/100) No Starter Checks (address Must Be preprinted on check)

Authorization Letter - Fill Out By Hand - Courier Company Name

Please call 1-855-246-4243 to have your Authorization Letter emailed to you.
NOTE - Please fill out BY HAND the Courier Company Name as instructed to avoid DELAYS.

Travel Itinerary

Itineraries include - Airline, Cruise & Hotel Reservations OR a Business Letter on Original Company Letterhead. Our Passport Specialist can best advise you when preparing to send you the Authorization Letter and Shipping Label.

Overnight Shipping

Our Overnight Shipping Label will be Emailed to you after you have completed this checklist. Fold label in half and place on the outside of the overnight shipping envelope. Please call 1-855-246-4243 for any problems printing your label.

Please Note:

Your passport application may be denied if you are in arrears of child support or have been notified by the IRS of owing back taxes.

I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Signature

Date

SEND PACKAGE TO:

Choice Passport LLC.
10000 NW 21 ST.
Miami, Florida 33172
855-246-4243