



Renewal of Second Valid Passport

Required Documents List:

1-Your current 10 year passport:

The passport must be valid and signed. If your passport will expire in less than one year, the Passport Agency will require that you renew your passport before renewing your second valid passport.

2-Your current second valid passport:

This must be signed, and must be either expired or have no more than six months remaining validity.

2-Passport Renewal Form DS-82, (Application for Passport by Mail)

This must be completed online at <https://pptform.state.gov/PassportWizardMain.aspx> (**Apply for a Passport Book**). The application must be completed, printed out, signed and included in your package to eVisa Center. An original signature, preferably in blue ink, is required; no faxes, scans or copies will be accepted. [Click her](#) to print instructions on how to complete your online application.

If completing Form DS-11 by hand, do so legibly and in black ink. Make sure that all of the entered information is complete and correct. Illegible applications may delay application processing times. Give close attention to the above steps.

3-Two Passport Photos:

Two identical passport-size (2"x2") color photographs, taken within the last six months: The photos must be identical and printed on high-quality photo paper, and must have a white or off-white background. The photos must measure 2"x2" and meet the head size criteria specified at http://travel.state.gov/passport/guide/faq/faq_881.html.

No uniforms, sunglasses or hats are allowed, except for headgear worn daily for religious reasons. A signed letter from the applicant must be included explaining that the item is worn daily for religious reasons.

4-Letter of Authorization:

Letter of Authorization, completed and signed. The Letter of Authorization allows eVisa Center to represent you to all agencies involved in issuing your passport. The signature on the Letter of Authorization must be original, no faxes, scans or copies will be accepted.

5-Second Valid Letter of Request:

This letter must explain one of two reasons for needing a second valid passport, and must be signed by the applicant.

1. The letter may demonstrate trips arriving and departing in close proximity, making it difficult to acquire the visas needed for the second trip.
2. The letter may demonstrate previous trips to the Middle East that would create difficulties in entering another Middle Eastern country.

The proof of departure must show the specific trips described in the letter. [Click here](#) to review a sample letter.

6-Proof of Departure:

Submit a copy of your flight itinerary, airline tickets, or a letter from your company (on company letterhead) stating that a passport is required for business travel. This letter must be signed by a representative of the company other than the applicant and must specify the applicant's departure date(s) and destination(s).

7-Proof of name change, if applicable:

If your name has legally changed since your last passport was issued, provide the state-issued Original Document or Certified Copy showing the name change (i.e. Marriage Certificate, Divorce Decree, or Court Order). You must also submit a photocopy of your Driver's License issued in your new name.

8-Government Fees:

Passport processing fee of \$135.00, payable to US Department of State. Please note that starter checks are not accepted.

9-Service Order Form:

[Download service order form](#) to completely fill-out, print out, and sign the Service Order Form.

Ship Documents to eVisa Center:

Please ship your documents via FedEx Priority Overnight or any other next day service. All package received after 8:30 AM will be processed next day.

To have your package processed same day, you must ship it via FedEx First Overnight.

Your package should include all items (1-9)

eVisa Center

2323 S. Voss Rd.

Suite 203 C

Houston, TX 77057

713.266.7878

www.evisacenterco.com