



# SECOND U.S. PASSPORT INSTRUCTION GUIDE

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## Please send the following:

- a) Completed and signed DS-82 form "U.S. Passport Application By Mail". Application must contain barcode. Please complete your application online at [www.vp2go.com](http://www.vp2go.com) or [www.travel.state.gov](http://www.travel.state.gov).
- b) Your valid 10-year U.S. Passport. **It is imperative that you send your current valid 10 year passport** in order to obtain your second passport which when issued, will be valid for 4 years. Your 10 year passport will be returned with your new second passport.
- c) Two (2) recent color, passport quality photos with a light background.
- d) A signed and dated request for second passport letter. Vp2Go has a **second passport request form** you can sign and date.
- e) Government Fee. Check or money order for **\$170.00, payable to "State Department - Passport Services"**. Your government fee can be charged to your credit card. See our VP2Go passport order form for details.
- f) Vp2Go Letter of Authorization with your original signature. It authorizes us to submit your passport request.
- g) Copy of your flight itinerary, airline tickets or cruise confirmation. Without proof of travel, the State Department cannot guarantee your request by your travel date.
- h) Visas & Passports 2 Go, Inc. service fees:

**\$ 95.00 for 7-10 business days service + shipping fees**

**\$195.00 for 4-5 business days service + shipping fees**

**\$295.00 for 2-3 business days service + shipping fees**

**\$395.00 emergency 24 hours processing + shipping fees**

Please provide your credit card number on a **VP2GO passport order form** for proper shipping and handling.

## Please send all of the above items via overnight shipping (FedEx, UPS, U.S. Postal Express Mail) to:

**Visas & Passports 2 Go, Inc.  
4400 MacArthur Blvd. NW Suite 302  
Washington, DC 20007  
(202) 986-4082**

Your application will be hand carried to the State Department in Washington, DC for processing. We will notify you as to the status of your application by phone or email. When your passport is completed, we will use an overnight carrier for the delivery of your passport. If you have any questions or need additional information, please email us at [info@vp2go.com](mailto:info@vp2go.com) or call us at **1-800-598-7240**.



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## VISAS & PASSPORTS 2 GO, INC.

4400 MacArthur Blvd, NW Suite 302  
Washington, DC 20007

Phone: 1-800-598-7240

Fax: 202-986-4130

Questions: [Info@vp2go.com](mailto:Info@vp2go.com)

Visas & Passports 2 Go, Inc. serves only as a courier/agent and foregoes any responsibility for the services of an Embassy, Consulate, Passport Office or Travel Company regarding the issuance of a passport, visa or processing of travel documents including loss or delay of any shipping services to or from Visas & Passports 2 Go, Inc. or any of our affiliates. Damage compensation is not available.