U.S. Department of State Foreign Affairs Manual Volume 7
Consular Affairs

7 FAM 1300 APPENDIX R POSSESSION OF MORE THAN ONE PASSPORT BOOK

(CT:CON-251; 03-26-2013) (Office of Origin: CA/OCS/L)

7 FAM 1310 APPENDIX R INTRODUCTION

(CT:CON-251; 03-26-2013)

- a. This appendix provides guidance regarding the issuance of second passport *books* to individuals who already bear valid passport *books*.
- b. The Department's general policy, as stated in 22 CFR 51.2(b), is that no person shall bear or be in possession of more than one valid or potentially valid passport of the same type (regular, official, diplomatic, *no-fee regular*, or passport card) at any one time, unless authorized by the Department.
- c. The circumstances under which the Bureau of Consular Affairs (CA) *may* authorize the issuance of a second fee passport generally are:
 - (1) When a foreign country will deny a visa or entry to the bearer of a passport containing markings or visas showing travel to certain other countries (see 7 FAM 1300 Appendix R Exhibit 1); and
 - (2) When a passport needed for immediate travel is unavailable due to prolonged delays in processing a foreign visa application, or some other foreign governmental process for which the passport was required (see paragraph j below), or the need to obtain multiple visas on a current or ongoing basis, e.g., flight personnel for international airlines, executives of multi-national companies, or international journalists. (See the International Travel page of the Consular Affairs Internet page for more information on entry and exit requirements.

NOTE: In rare instances, with appropriate documentation, this means it is possible for an applicant to be issued more than one "second" passport. For example, reporters assigned to the White House frequently need three passports at a time to keep up the the foreign visa demands. However, if more than one "second" passport is requested, the applicant must re-apply and pay all applicable fees.

- d. The Department will not authorize issuance of a second passport if:
 - (1) The original passport is pending action with the Department and;
 - (a) The Department can complete the process and return the passort; or
 - (b) The application can be refiled and a new, fully valid passport issued. For

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U.S. Department of State Foreign Affairs Manual Volume 7 Consular Affairs more information on refiling a passport application, see 7 FAM 1340 Appendix W, "Refiles."

NOTE: A second passport may be issued to prevent the cancelation of a passport containing a valid visa, e.g., the original application was a Form DS-4085 application for additional visa pages (see 7 FAM 1300 Appendix V).

NOTE: You must contact the Special Issuance Agency (CA/PPT/SIA) directly if the pending application is for a diplomatic, official, or no-fee regular passport.

- (2) The passport lists a place of birth that the applicant believes will impede travel. The applicant may re-apply and request a new passport be issued listing the applicant's city/county of birth (as applicable) in accordance with 7 FAM 1300 Appendix D, "Place of Birth Names in Passports."
- e. Posts abroad that identify post-specific second passport issues, including host country practice regarding validity of visas in expired passports, should follow guidance in 7 FAM 1370 Appendix R.
- f. Passports issued to replace passports that are temporarily unavailable (for example, locked in a safe deposit box, or packed in household goods) are not considered second passport requests. They should be treated as lost passports and adjudicated in accordance with 7 FAM 1370, "Lost, Stolen, Damaged, Mutilated, and Found Passports.
- g. Passports issued to replace passports that are lost or misplaced by a foreign embassy or consulate in the process of obtaining a visa, are not considered second passports. Under these circumstances, you would treat it as a lost passport in accordance with 7 FAM 1370.
- h. Non-emergency second passports are limited to two-years in validity and may not be extended.
- i. A second diplomatic, official, or no-fee regular passport may be issued with specific authorization from CA/PPT/SIA.
 - (1) In addition to the required entitlement documentation, applicants requesting a second diplomatic, official, or no-fee regular passport must submit a Letter of Authorization (or equivalent memo) from their employing agency justifying the issuance of a second diplomatic, official, or no-fee regular passport. The justification must address the circumstances in 7 FAM 1310 Appendix R paragraph c above. Passport Acceptance Agents are not authorized to sign justification memos.
 - (2) Questions regarding issuance of second diplomatic, official, or passports should be directed to the Passport Services Special Issuance Agency (CA/PPT/SIA). (See 7 FAM 1390 Diplomatic, Official and No-Fee Passports.)
- j. Surrendered Passports: Passports issued to replace passports that have been

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confiscated by foreign governments are not considered second passports.

- k. The Department no longer issues second passports with geographic limitations (22 CFR 51.63). (See 7 FAM 1389, "Restriction on use of Passport for Travel to Designated Countries and Passport Validation."))
- If a post in a particular region issues many second passports due to local political or other conditions along the lines discussed in this appendix, you may find it useful to include information about the process on your post Web page.

For Example:

- U.S. Embassy Switzerland Second Passports
- U.S. Embassy London Second Passports
- U.S. Consulate General Amsterdam
- U.S. Consulate General Jerusalem

7 FAM 1320 APPENDIX R APPLICATION FOR SECOND FEE PASSPORT

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- a. Applicants wishing to apply for a second passport must provide:
 - (1) A Form DS-11, "Application for a U.S. Passport," or Form DS-82, "Application for a Passport by Mail," as appropriate (see 7 FAM 1345, "Adjudication of Passport Forms");
 - (2) A signed, written statement giving the reason(s) why the second passport is required (see 7 FAM 1310 Appendix R paragraph c), and attesting that the loss of either passport will be reported immediately to Passport Services or to the nearest U.S. embassy, consulate or consular agency;
 - (a) If the applicant does not submit a signed, written statement, or submits an unsigned statement, send Information Request Letter (IRL) 708-14 to request it. This IRL may also be sent if the applicant submits a vague or unclear statement. If the applicant does not respond to the IRL, the application must be denied in accordance with 7 FAM 1381.2 using IRL 696-04.

NOTE: For more information about IRLs see 7 FAM 1300 Appendix T, "Information Request Letters" and the IRL link in the Consular Affairs, Passport Service Adjudication page on the CAWeb Intranet.

- (b) If the signed, written statement does not meet the criteria listed in 7 FAM 1310 Appendix R paragraph c, the application for a second passport must be denied using IRL 696-04.
- (3) Acceptable evidence of U.S. citizenship/nationality and acceptable evidence of identity. The applicant is **not** required to submit his/her regular passport. However, if the applicant does not submit her/his regular passport, he/she must

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apply on Form DS-11 (see 7 FAM 1320 Identity of a Passport Applicant, 7 FAM 1340 Passport Application Examination and Adjudication and 7 FAM 1100);

NOTE: All policies and procedures in 7 FAM 1300 Appendix I, "Verification of Passport Files," also apply to applications for second passports.

- (4) One photograph (see 7 FAM 1300 Appendix E, "Passport Photographs");
- (5) All applicable execution and passport application fees. (see 7 FAM 1300 Appendix G, "Passport Fees")
- (6) If applying to renew a **valid** second passport, the applicant must submit her/his valid second passport;
- b. Information Notice (IN) IN-941-03 must be enclosed with the issued second fee passport; and
- c. If an applicant is issued a one year second passport using the Emergency Photo Digitized Passport (EPDP) system (see 7 FAM 1365.2 paragraph a(5)), post must explain to the applicant that a one year EPDP second passport may be replaced within one year of issuance with a two year second passport at no further charge. To do so, the applicant must submit Form DS-5504, "Application for a U.S. Passport: Name Change, Data Correction, and Limited Passport Book Replacement," and all of the above requirements. Information Notice (IN) IN-941-03A should be enclosed with the issued one year second passport.

7 FAM 1330 APPENDIX R ENDORSEMENTS FOR SECOND PASSPORTS

(CT:CON-251; 03-26-2013)

- a. Domestic passport agencies or centers *must* endorse the second passport with endorsement code 45 (*see 7 FAM 1300 Appendix B*).
- b. Overseas posts may send a second passport request through the Overseas Photo Digitized Passport Program (OPDP) to its domestic passport center partner using endorsement code 45 (see 7 FAM 1363 and 7 FAM 1300 Appendix B).

7 FAM 1340 APPENDIX R SUPPLEMENTAL VISA PAGE INSERTS AND REPLACEMENT OF SECOND PASSPORTS

(CT:CON-251; 03-26-2013)

- a. A second passport is valid for *no more than* two years and will not be extended (see 7 FAM 1300 Appendix F, "Passport Amendments").
- b. Supplemental visa page inserts can be added to second passports (see also 7 FAM

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1300 Appendix v, "Supplemental Visa Page Inserts"). The applicant must submit Form DS-4085, "Application for Additional Visa Pages," and provide a signed written statement giving the reason(s) why the second passport is still required (see 7 FAM 1310 Appendix R paragraph c). However, supplemental visa page inserts cannot be added to an EPDP second passport.

- c. If the applicant's name has changed within one year of issuance of the second passport, the applicant may apply for a new second passport at no charge provided he/she submits the following:
 - (1) Form DS-5504;
 - (2) The existing second passport;
 - (3) One new photograph (see 7 FAM 1300 Appendix E);
 - (4) Acceptable documentation reflecting the change of name (see 7 FAM 1300 Appendix C);
 - (5) A signed written statement giving the reason(s) why the second passport is still required (see 7 FAM 1310 Appendix R paragraph c); and
 - (6) See 7 FAM 1350 Appendix W for policies and procedures regarding replacement passports.
- d. If the applicant is applying for a change of name in the second passport after one year he/she must follow procedures provided in 7 FAM 1320 Appendix R.

7 FAM 1350 APPENDIX R REPORTING COUNTRIES THAT DENY ENTRY TO PERSONS WITH MARKINGS OR VISAS IN A PASSPORT

(CT:CON-251; 03-26-2013)

- a. The Bureau of Consular Affairs (CA) is aware of political tensions existing between various nation states or entities that have led to immigration policies which bar entry by travelers with certain visas or passport markings.
- b. Because such political situations may change at any time, consular officers should advise their liaison in CA/OCS/ACS whenever they become aware that a country imposes or lifts a visa or entry restriction. CA will update information about situations that might require issuance of a second passport accordingly. (See 7 FAM 1300 Appendix R Exhibit 1.) CA/OCS/ACS will coordinate with CA/OCS/L (Ask-OCS-L@state.gov), CA/PPT/S/A, and the regional geographic bureaus of the Department of State to update 7 FAM 1300 Appendix R and advise all U.S. embassies, consulates and passport agencies/centers of the change.
- c. If an applicant requests a second passport for a political situation not addressed in this appendix, posts should contact *their liaison in* CA/OCS/ACS and CA/OCS/L (*Ask-OCS-L@state.gov*) for guidance. Passport agencies and centers should bring the

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attention of CA-PPT-Adjudication-Suggestion-Box@state.g

matter to the attention of CA-PPT-Adjudication-Suggestion-Box@state.gov. (See 7 FAM 1380 Appendix R.)

7 FAM 1360 APPENDIX R SECOND PASSPORT NOT FOR CONVENIENCE OR FRAUD

(CT:CON-251; 03-26-2013)

- a. Second passports are issued at the discretion of the Department (22 CFR 51.2(b)), not for the convenience of a traveler, for illegal purposes, to aid and abet a traveler to conceal previous trips from foreign officials for the purpose of perpetrating fraud against the foreign government, or to avoid compliance with fiscal or other regulations.
- b. Missionaries Requesting Second Passports: Some countries discourage or do not permit proselytizing. (See the *Department's* International Religious Freedom Report.) If a religious worker encounters problems entering such a country because of entry markings or visas in his/her passport, he/she may apply for a new full validity passport provided the current passport is submitted for cancellation. It is the responsibility of the host country to enforce its own entry and exit controls. However, the applicant should be cautioned that if he/she has been deported from the host country before, entry may be denied or he/she may encounter other difficulties, such as arrest, *and provided with Information Notice IN-941-03*. Consular officers should consult with their CA/OCS/ACS liaison officers for specific guidance and consideration of possible changes to the *Country Specific Information* (see 7 FAM 050.) *Missionaries may still request second passports if they meet the criteria in 7 AM 1310 Appendix R paragraph c.*

7 FAM 1370 APPENDIX R HOST COUNTRY POLICY REGARDING VALIDITY OF VISAS IN EXPIRING PASSPORTS

(CT:CON-251; 03-26-2013)

- a. Posts abroad that identify post-specific second passport issues, including host country practice regarding validity of visas and expired passports, e.g., refusal to transfer visas between passports, should alert its liaison in CA/OCS/ACS. In such cases, which are rare, CA will, in effect, make the current passport (with two years or less validity remaining) the second passport, and issue a new full validity passport through the OPDP process following the procedures in 7 FAM 1360.
- b. To designate the current passport as the second passport, use Form DS-4085 to record the addition of endorsement code 113 and use one of the supplemental foils to endorse the passport book (see 7 FAM 1300 Appendix B).

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7 FAM 1380 APPENDIX R REQUESTING GUIDANCE FROM THE DEPARTMENT

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- a. Domestic passport agencies and centers should contact the CA-PPT-Adjudication-Suggestion-Box@state.gov for specific guidance.
- b. U.S. embassies and consulates should contact CA/OCS/ACS and CA/OCS/L (*Ask-OCS-L@state.gov*).

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7 FAM 1300 APPENDIX R EXHIBIT 1 Countries that Will Deny Entry to Persons With certain Markings in Their Passports

(CT:CON-251; 03-26-2013)

NOTE: The following list is subject to change. Contact the Department for guidance if you learn of a conflict with a country *that* is not on this list. See 7 FAM 1350 Appendix R.

a. **Israel Markings in Passports**: The following countries may deny entry to U.S. citizens with passports containing Israel markings. **This list is subject to change.**

Algeria

Iran

Iraq

Lebanon

Libya

Pakistan

Saudi Arabia

Sudan

Syria

Yemen

b. **Other**: This information will be added as it is reported by posts when problems arise.