



Second Valid Passport Checklist

This checklist is meant to be used as a guide or pack list only. When you place your order on Swift's website, a more detailed list of requirements will populate. It is imperative you use that detailed list as a guide. The second valid passport service is for adults who have their most recently issued passport in their possession but need a second passport in addition to their primary passport. The instructions below assume that you can provide Swift with your primary passport for the duration of the service you select. If this is not possible, please let us know, so we can provide you with alternative instructions.

CORE REQUIREMENT CHECKLIST

	<p>Current 10-year passport, which will be returned to you at the end of the service. Do not apply for a passport card when using this service, it is only meant for passport books only.</p>
	<p>DS-82, must be completed online. Here is a video that walks you through how to complete the entire application if you need additional guidance. This must bear an original signature. E-signatures are not permitted.</p>
	<p>New passport photo- must be different than the one in your current passport</p>
	<p>2 Letters of Authorization. Please print 2 of these forms, single sided. Both should bear the applicant's original signatures in black or blue ink. E-signatures are not permitted. When you place your order, a link to download the correct letters of authorization will populate. It is imperative that you use the letters of authorization in this checklist- these are updated regularly and may be different each time you use Swift.</p>
	<p>Typed and signed letter explaining your need for two passports. A sample letter will be provided in the required document checklist when you place your order.</p>
	<p>Request for second valid passport form. When you place your order, this is a simple form that you download, print, complete, and sign.</p>

Proof of Travel. Proof of travel needs to show that the applicant is traveling in 6 weeks or less. They are looking for the itineraries that apply to the 2 trips that require you to apply for a second passport. For example, if you need to go to Canada next week, but while you are in Canada, will need to apply for a China visa so that you can fly to China next month, then you would provide a printout of your flight itineraries to both Canada and China. These 2 itineraries support the explanation you provided in your typed letter explaining why you need 2 passports.
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- *It is imperative that by the time your paperwork arrives to Swift, that all signed paperwork was dated no more than 2 business days prior. If the signature date is more than 2 business days old, Swift may require that you send in new paperwork.*
- *Please use UPS or FedEx overnight to ship Swift the requirements. USPS is unreliable and will frequently show that a package is delivered when it has not been delivered.*
- *Swift will send you a notification once the paperwork is received and submitted.*
- *Please place your order on Swift's website before shipping us these documents.*

SHIPPING ADDRESS

Swift Passport and Visa Services

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