

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

*(CT:CON-270; 10-29-2008)*  
*(Office of Origin: CA/OCS/PRI)*

### 7 FAM 1310 APPENDIX R INTRODUCTION

*(CT:CON-270; 10-29-2008)*

- a. This appendix provides guidance regarding the issuance of second fee passports to individuals who already are bearers of valid fee passports.
- b. The Department of State'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) at any one time, unless authorized by the Department.
- c. The circumstances under which the Bureau of Consular Affairs (CA) would 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;
  - (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.
    - (a) **In rare instances**, for some rare travelers this may mean the necessity of issuing more than one "second" passport at a time. For example, reporters assigned to the White House "beat" frequently need several passports at a time to keep up with the foreign visa demands.
    - (b) A second fee passport should **not** be issued if the applicant can complete his or her travel with one passport through a change of itinerary, or cancellation of the current passport coupled with issuance of a new passport.
- d. 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 1380 Appendix R.
- e. Passports issued to replace passports that are temporarily unavailable

(for example, locked in a safety deposit box, packed in household goods) **are not** considered second valid passports. Follow guidance in 7 FAM 1370 for lost or stolen passports.

- f. 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 valid passports**. Under these circumstances, you would treat the application as a request for a replacement passport and follow guidance in 7 FAM 1370 “Lost, Stolen, Damaged, Mutilated and Found Passports”. .
- g. Second fee passports are limited to two-years in validity and **may not** be extended.
- h. Eligible persons may possess a regular fee (tourist) passport and either an official or diplomatic passport at the same time. Questions regarding issuance of second diplomatic or official passports should be directed to the Passport Services Special Issuance Agency (CA/PPT/SIA). (See 7 FAM 1390 Diplomatic, Official and No-Fee Passports.)
- i. *Surrendered Passports: Passports issued to replace passports that have been confiscated by foreign governments are not considered second valid passports.*
  - (1) *Under these circumstances, guidance in 7 FAM 1388 “Surrender of U.S. Passports To Host Government Authorities” should be followed.*
  - (2) *In surrendered passport cases where a new passport is issued, the applicant completes Form DS-64, Statement Regarding a Lost or Stolen Passport, explaining the details of the unavailability of the first passport and acknowledging that the first passport is now considered canceled; and that if the first passport is recovered, it will be returned to the U.S. Government. A copy of the affidavit may be given to the applicant when the new passport is issued.*
  - (3) *Whenever a U.S. citizen who has surrendered a previously issued passport to host government authorities seeks new documentation, the post must report all pertinent information to the its Office of American Citizens Services’ (CA/OCS/ACS) liaison office and enter the passport into the CLASP database. If the host government returns the passport book, you should forward it to the CLASP Unit for entry of disposition of the passport into PIERS.*
- j. The Department no longer issues second fee passports with geographic limitations (22 CFR 51.4(g)). (See 7 FAM 1380.)
- k. 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 Iraq Second Passports
- U.S. Embassy Zimbabwe Second Passports
- U.S. Embassy London Second Passports

## **7 FAM 1320 APPENDIX R APPLICATION FOR SECOND FEE PASSPORT**

*(CT:CON-270; 10-29-2008)*

Applicants wishing to apply for a second fee 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;
- (2) A signed written statement giving the reason(s) why the second passport is required, 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. See a sample of such a statement in 7 FAM 1300 Appendix R Exhibit 1;
- (3) Evidence of acceptable U.S. citizenship/nationality and identity such as the current passport prior to its submission for visa processing. (See 7 FAM 1320 Identity of a Passport Applicant, 7 FAM 1340 Passport Application Examination and Adjudication and 7 FAM 1100);

**NOTE:** If necessary, you may be able to verify the U.S. citizen's citizenship and identity using PIERS. (See 7 FAM 1300 Appendix I.)

- (4) Two photographs, recent and identical. (See 7 FAM 1300 Appendix E Passport Photographs for passport photo size and color specifications);
- (5) All applicable execution and passport application fees. (See 7 FAM 1300 Appendix G.);
- (6) Information Notice (IN) IN-941-03 should be enclosed with the issued second fee passport. (See 7 FAM 1300 Appendix R Exhibit 3.); and
- (7) If an applicant is issued a one year second passport using the Emergency Photo Digitized Passport (EPDP) system, Information Notice (IN) IN-941-03A should be enclosed with the issued one year second fee passport. (See 7 FAM 1300 Appendix R Exhibit 4.)

## 7 FAM 1330 APPENDIX R ENDORSEMENTS FOR SECOND FEE PASSPORTS

*(CT:CON-270; 10-29-2008)*

- a. Domestic passport agencies or centers are to endorse the second passport with endorsement code 45.

### **Endorsement 45**

**THIS PASSPORT EXPIRES (mon dy, year). AND WAS ISSUED BY THE DEPARTMENT UNDER 22 CFR 51.2(b).**

- b. Overseas posts:

- (1) An overseas post may send a second fee passport request through Overseas Photodigitized Passport Program (OPDP) to its domestic passport center partner using endorsement code 45. The period of validity requested should be two years, unless the specially authorized procedure described in 7 FAM 1365.2 a(5) is applicable.
- (2) If the applicant requires a second passport but cannot wait for receipt through OPDP, post may issue an EPDP second passport limited to one year, using endorsement code 108.

### **Endorsement 108**

**THIS PASSPORT EXPIRES (mon dy, year). AND WAS ISSUED BY THE DEPARTMENT UNDER 22 CFR 51.2(b).**

- (3) The post should 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, U.S. Passport Re-application Form, new photographs, the previous passport and written justification for the continuing need for a second passport. This is explained in Information Notice (IN) IN-941-03A. (See 7 FAM 1300 Appendix R Exhibit 4.)

## 7 FAM 1340 APPENDIX R AMENDMENTS OF SECOND PASSPORTS

*(CT:CON-270; 10-29-2008)*

- a. A second fee passport is valid for two years only and will not be extended.
- b. Visa pages can be added to an OPDP second passport. The applicant

must subject 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. Visa pages **cannot** be added to an EPDP second passport.

- c. If the applicant's name has changed within one year of issuance of the second fee passport, the applicant may apply for a new second fee passport at no charge provided he/she submits the following:
  - (1) Form DS-5504;
  - (2) The existing second passport;
  - (3) New photos;
  - (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.
- 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 1330 Appendix R.

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

*(CT:CON-270; 10-29-2008)*

- 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 fee passport accordingly. (See 7 FAM 1300 Appendix R Exhibit 2.) CA/OCS/ACS will coordinate with CA/OCS/PRI (ASKPRI@state.gov), CA/PPT, and the regional geographic bureaus of the Department of State to update 7 FAM 1300 Appendix R and advise all U.S. embassies and consulates and passport agencies and centers of the change.
- c. If an applicant requests a second fee passport for a political situation not addressed in this appendix, posts should contact CA/OCS/ACS and CA/OCS/PRI (ASKPRI@state.gov) for guidance. Passport agencies and

centers should bring the matter to the attention of Passport Services Office of Legal Affairs (CA/PPT/L/LA) (CA-PPT-ADJQ@state.gov). (See 7 FAM 1380 Appendix R.)

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

*(CT:CON-270; 10-29-2008)*

- a. Second fee passports are **not** issued 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. If a second passport is mutilated, the application for a new second passport must be reviewed by the Fraud Prevention Manager (FPM) at the passport agency or center or U.S. embassy or consulate. Posts abroad should consult with CA/FPP (Office of Fraud Prevention Programs) for further guidance. Issuance of any subsequent second passport is contingent on the results of the review of the mutilated passport by the FPM or CA/FPP. For additional guidance, see 7 FAM 1370.
- c. **Missionaries Requesting Second Passports:** Some countries discourage or do not permit proselytizing. (See the 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. Consular officers should consult with their CA/OCS/ACS liaison officers for specific guidance and consideration of possible changes to the Consular Information Sheet for that country. (See 7 FAM 050.)

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

*(CT:CON-270; 10-29-2008)*

- a. Posts abroad that identify post-specific second passport issues, including host country practice regarding validity of visas and expired passports should alert your liaison in CA/OCS/ACS.

- b. 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.
- c. 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.

**Endorsement 113**

**THIS PASSPORT WAS ENDORSED BY THE DEPARTMENT OF STATE UNDER 22 CFR 51.2(b). THE PASSPORT EXPIRES ON (MON DY, YEAR) AND CANNOT BE EXTENDED.**

**NOTE:** Endorsement Code 113 **should be used rarely, only in countries specifically authorized by the Director of CA/OCS/ACS**. This solution was designed to address a particular problem requiring second passports for U.S. citizens in the Russian Federation.

## **7 FAM 1380 APPENDIX R REQUESTING GUIDANCE FROM THE DEPARTMENT**

*(CT:CON-270; 10-29-2008)*

- a. Domestic passport agencies and centers should contact CA/PPT/L/LA (CA-PPT-ADJQ@state.gov) for specific guidance.
- b. U.S. embassies and consulates should contact CA/OCS/ACS and CA/OCS/PRI (ASKPRI@state.gov).

**7 FAM 1300 APPENDIX R EXHIBIT 1  
EXAMPLE OF SIGNED STATEMENT BY  
APPLICANT REGARDING NEED FOR SECOND  
PASSPORT**

*(CT:CON-270; 10-29-2008)*



**United States Department of State**  
*Washington, DC 20520*

TO: U.S. Department of State (Name of) Passport Agency or  
U.S. Embassy or Consulate

I, the undersigned, am the bearer of valid U.S. passport  
number \_\_\_\_\_ issued on \_\_\_\_\_.  
(number) (date)

However, in view of restrictive entry policies and/or the time delay required to obtain visas for my current (and future) travels, it is impossible for me to obtain all necessary visas or to complete my trip using one passport. I am therefore requesting the issuance of a second United States passport. I understand the passport will be valid only for two years.

Should either of my two passports be lost or stolen, I will report immediately the circumstances of the loss to Passport Services, or if abroad, to the nearest U.S. Embassy, Consulate, or Consular Agency.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)



## 7 FAM 1300 APPENDIX R EXHIBIT 2 COUNTRIES THAT WILL DENY ENTRY TO PERSONS WITH CERTAIN MARKINGS IN THEIR PASSPORTS

*(CT:CON-270; 10-29-2008)*

**NOTE: The following list may change at any time. This list is subject to change. Contact the Department for guidance if you learn of a conflict with a country which is not on this list.**

- 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.

## **7 FAM 1300 APPENDIX R EXHIBIT 3 INFORMATION NOTICE TO BEARER OF SECOND FEE PASSPORT (IN-941-03)**

*(CT:CON-270; 10-29-2008)*



**United States Department of State**  
*Washington, DC 20520*

### Second Passport

The Department of State has authorized the issuance of the enclosed passport, limited in validity for two years, to you under Section 51.2(b) of Title 22 of the Code of Federal Regulations (22 CFR) as an exception to the requirement that no person shall bear or be in possession of more than one valid or potentially valid U.S. passport at any one time.

The enclosed passport is valid for two years and may not be extended. If there is a continuing need for a second passport beyond the two-year validity period, you must reapply for a new passport, using either Form DS-11, Application for Passport or Form DS-82, Application for Passport by Mail, and submit a detailed written statement regarding the continuing need for a second passport, your previously issued limited passport, 2 recent photographs and all necessary fees.

As the bearer of a second valid passport, you should take the following precautions:

If your original or second passport is lost or stolen, report it **immediately** to the nearest U.S. embassy or consulate (if overseas).

To report a lost or stolen passport in the United States, contact the National Passport Information center toll-free at 1-877-487-2778 or complete and sign Form DS-64, "Statement Regarding Lost or Stolen Passport" and forward it to the U.S. Department of State, Passport Services, Consular Lost/Stolen Passport Section, 1111 19th Street, N.W., Suite 500, Washington, DC 20522-1705. Information on how to report your lost or stolen passport and the above mentioned form may be found on the Internet at [travel.state.gov](http://travel.state.gov).

Make sure that the correct passport is presented at each border control point.

If possible, arrange an itinerary that will allow you to carry only one passport when traveling to a country with restrictive visa or entry policies. The

passport not needed for immediate travel should be left in a secure place for safekeeping. You should not assume that foreign immigration officials will not search your luggage or person.

Generally, do not display both passports at the same time when crossing a border control point.

Enclosure:

(June 2007)

IN-941-03 Passport.

## **7 FAM 1300 APPENDIX R EXHIBIT 4 INFORMATION NOTICE TO BEARER OF SECOND FEE PASSPORT (IN-941-03A)**

*(CT:CON-270; 10-29-2008)*



**United States Department of State**  
*Washington, DC 20520*

### Second Passport (Emergency)

The Department of State has authorized the issuance of the enclosed emergency passport, limited in validity for one year, to you under Section 51.2(b) of Title 22 of the Code of Federal Regulations (22 CFR) as an exception to the requirement that no person shall bear or be in possession of more than one valid or potentially valid U.S. passport at any one time.

The enclosed passport is a 12-page emergency passport valid for one year; it cannot be extended or have visa pages added to it. It was issued to you because of your urgent need for a second passport. If there is a continuing need for a second passport after your emergency travel, you will need to apply for a standard second passport, which is valid for two years, contains 28 pages, and may have additional visa pages added to it.

To apply for a two-year second passport, use Form DS-5504, U.S. Passport Re-application Form, and submit a detailed written statement regarding the continuing need for a second passport, your current emergency passport, 2 recent photographs and a copy of this letter. If you apply for the two-year second passport within one year of issuance of your emergency second passport, there is no additional fee.

If you apply more than one year after issuance of this emergency passport, you will need to complete a new application, and provide a detailed written statement regarding the continuing need for a second passport, your current emergency passport, 2 recent photographs and pay all appropriate fees.

Take the following precautions:

Report the loss or theft of your U.S. passport immediately to the nearest U.S. embassy or consulate (if overseas), or the Department's Consular Lost and Stolen Passport (CLASP) Unit. That address is U.S. Department of State, Passport Services, CLASP Unit, 1111 19th Street, N.W., Suite 500, Washington, DC 20522-1705. The email address is [CLASP@state.gov](mailto:CLASP@state.gov).

Be sure to present the correct passport at each border control point. Do not display both passports at the same time when crossing borders.

Try to arrange an itinerary that allows you to carry only one passport when traveling to a country with restrictive visa or entry policies. Keep the passport not needed for immediate travel in a secure place. You should not assume that foreign immigration officials will not search your luggage or person.

Do not display both passports at the same time when crossing borders.

Note: Second fee passports are not issued 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.

Enclosure:

Passport.

IN-941-03 A

(July 2007)