



Second U.S. Passport Application Instructions

The U.S. government allows you to submit an application for a second U.S. passport “when a passport needed for immediate travel is unavailable due to prolonged delays in processing a visa application.”

Therefore, you can apply for a second U.S. passport if you have international travel planned at the same time that your passport needs to be with a consulate to process your visa for a St. John’s University study abroad program.

You will provide your “first” U.S. passport, which is valid for 10 years, to the consulate with your visa application. You will travel on the international trip that is prior to your study abroad program on your new second U.S. passport. This second passport will be valid for between 2 and 4 years, and does not invalidate your “first” 10-year passport.

Here are the steps for submitting a second U.S. passport application:

1. **Make an Appointment** to submit the second U.S. passport application at a U.S. passport agency: <https://travel.state.gov/content/passports/en/passports/information/where-to-apply/agencies.html>
 - Your appointment can be **14 days or less prior to your international flight**, but can and should be booked as soon as you know that you need to apply for a second U.S. passport. OIE strongly recommends that you make the appointment for 14 days prior to your international flight to allow sufficient time for the second U.S. passport to be issued.
 - If the second U.S. passport is needed within 72 hours of an international flight, the U.S. government will only accommodate this request if it relates to attending a funeral. If this is the case, a copy of the death certificate must be provided.
 - The NY Passport Agency
 - Address: Greater New York Federal Building, 376 Hudson Street, New York, NY 10014-3621
 - Website: <https://travel.state.gov/content/passports/en/passports/information/where-to-apply/agencies/new-york.html>
 - Appointment request phone number: 1-877-487-2778, if your situation is not covered by the online appointment booking system then you should call to explain and make your appointment

2. **Submit Payment:** \$205.00 which must be submitted in separate payments:

- A \$170.00 money order or check payable to the "U.S. Department of State". This is for a passport book only, if you also want a passport card, this payment amount is \$200.00.
- Remaining \$35 execution/acceptance fee paid separately via credit card, personal check, cash (exact amount only), or money order on the date of the appointment. Debit cards are not accepted.

3. **Application Materials**

- **Original** completed **Form DS-11**, available here. **Print but do not sign until you are at the acceptance facility. Must be signed in black ink:**
<https://travel.state.gov/content/passports/en/passports/apply.html>
- **(2) Original + one copy** (front and back) of your **proof of U.S. citizenship**: original certified birth certificate
 - If you were born outside of the U.S., you must also provide the original + copy of your: Certificate of Naturalization, Certificate of Citizenship, or Consular Report of Birth Abroad. Additional instructions are included on the Form DS-11.
- **(3) Original + one copy** (front and back) of your **proof of identity**: driver's license from the state where the Passport Agency is located. For example, if your appointment is at the NY Passport agency you should be providing your NY driver's license.
 - If you have a driver's license from another state you should provide the original + copy of that license, plus the original + copy of your Storm Card. You should also call the Passport Agency to inquire if additional proof of identity is required by that specific Passport Agency.
- **(4) One recent passport photo**
 - Full guidelines are posted here:
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
 - Standard passport photo format (2 x 2 inches in size)
 - Taken within the last 6 months
 - The photograph must be taken with a neutral facial expression (preferred) or a natural smile
 - The picture must be front facing, in color, on a white background, and on photo-quality paper.
 - Please note you cannot have your hair covering your eyes, and you cannot be wearing glasses, a scarf, a hat or other head covering in these photos. (If you wear a head covering for religious purposes, you must provide a signed statement verifying that the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public; or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Additional instructions are included on the Form DS-11.)

- **(5) Two original signed statements explaining the nature of your international travel and why you need a second U.S. passport:** one letter will be from the student and one letter will be from OIE. Please request these letters from OIE, and an OIE administrator will work with you to write the letters. Please submit the request to studyabroad@stjohns.edu at least one week prior to your appointment date.
- **(6) One copy of your proof of international travel:** Print the PDF or email you receive upon booking your round-trip flight.
- **(7) One printed copy of your confirmed visa appointment date** issued by the Italian Consulate or VFS Global.