



This document contains everything you need to prepare and order your passport and/or visa. This packet was custom made for your request and includes a paper order form and a FedEx label to send your document in. **If you have any questions, please contact us at 1-866-487-3279 (487-3279) 24 hours a day.**

Information Packet Contains the following for a United States Citizen; Resident of California (Northern):

- **Step 1 of 3:** Second Passport Requirements
- **Step 3 of 3:** Service Order Form
- Air Bill (for document delivery)

Step 1 of 2 - Second Passport Requirements

Prerequisites for Second Passport

(if the below criteria are not met, please select a different passport service above)

- Applicant has a valid US passport in his or her possession, AND;
- Applicant was 16 years or older when passport was issued AND;
- Applicant wishes to secure a duplicate, limited validity passport.

1.1 Current Passport(s)/Card

If applicant is applying for a second passport for the first time; applicant must submit current valid 10 year passport, and passport card (if applicable) in order to apply for a second passport.

If applicant is applying to extend or renew their current duplicate passport; applicant must submit both their current 10 year passport AND their current duplicate passport.

All passports submitted will be returned.

1.2 Proof of Identification

Applicant must have a driver's license or state-issued identification issued more than six months ago to apply for a new passport. Official government or military picture identification is acceptable.

1.3 Passport Application (DS-82) - Signed

Applicant must submit one completed passport application form (DS-82). You will be sent a link to use our FormFiller to complete your PERFECT Passport Application with our review process.

1.4 Passport Photos - Always Complimentary

Applicant must submit two identical, 2"x2", color, passport-style photographs. ItsEasy.com is proud to exclusively offer COMPLIMENTARY passport photos through our 5-star smartphone app. Search "ItsEasy" in the Apple App Store or Google Play. Ask for details!

Passport photos may also be obtained for \$15-\$25 plus time spent at many post offices and stores around town.

NOTE: Photos must be printed on photo paper. Letter or glossy paper will not be accepted.

1.5 Statement Regarding Need

Applicant must submit Statement Regarding Need for Second Passport.

[Second Passport Need Statement](#)

1.6 Letter of Request

For business travel applicants, applicant must submit a letter from their company addressed to the U.S. State Department, on company letterhead, supporting the request with the clear indication of travel plans and that the second passport is required for the applicant to fulfill their job duties signed by a company official.

For tourist travel applicants, applicant must submit a hand written letter addressed to the U.S. State Department explaining why he/she is requesting a second passport. The most common requests for duplicates are due to frequent international travel and the need to obtain visas while out of the US or traveling to countries which do not approve of another countries visa or entry stamp.

1.7 Letter of Authorization - Signed

Applicant must submit an original, signed "Letter of Authorization" which allows ItsEasy.com to submit the application to the US State Dept.

Please use the Letter of Authorization form provided by ItsEasy.com.

The letter must contain the following elements: name of applicant, name of courier company, current date, and the original signature of the applicant or parent(s) or legal guardians of children under the age of 16.

1.8 Proof of Travel

Applicant must submit a computer-generated itinerary from a travel agency or online booking tool (such as an e-confirmation) showing departure from the U.S.

If traveling on business and no itinerary is available, a letter on company letterhead indicating dates and purpose of travel MAY suffice. If applicant does not possess proper itinerary, please contact us for options.

For Economical "2 Week" or "4 Week" Passport Renewal/Second Passport processing, "Proof of Travel" is NOT REQUIRED.

Paper Order Form



You can also place your order online at www.itseasy.com. Use your account code listed below. Use of this paper order form incurs a \$20 fee.

Important Dates

Date Needed: ___ / ___ / ___ (must be back in your possession by) **Date of This Trip:** ___ / ___ / ___ (if known)

Applicant Information (One Order Form per Traveler)

Name: _____ **Date of Birth:** ___ / ___ / ___

Account Contact (who should we contact with questions?)

Name: _____

Phone: _____

Email: _____

Return Shipping

Name: _____

Company: _____

Address: _____

Address 2: _____

City, ST, Zip: _____

Phone: _____

Return Ship Method (Select One)

- FedEx First AM - 8:30am (\$99.00)
- FedEx Priority AM - 10:30am (\$34.95)
- FedEx Standard AM - 2:30pm (\$24.95)

Service Selection (select one)

- ItsEasy Select** (allow ItsEasy to select the most appropriate service based on dates & documents provided)
- Fast Track** (process as quickly as possible; additional service fees may apply)
- Specified** (please utilize the following service(s): _____)

Credit Card Payment Information

Amex: _ _ _ _ - _ _ _ _ - _ _ _ _

Visa, MC, Disc: _ _ _ _ - _ _ _ _ - _ _ _ _

Exp. Date: ___ / ___

Additional Account Notes (anything you'd like to tell us)

Note: The total cost includes service fees, government fees paid to the appropriate government and shipping fees. Consular fees are subject to change without advance notice at any time by various governments. All credit card transactions covering Government and/or Embassy Fees incur a \$12.50 convenience fee per item. By submitting this form you confirm that you have read, understood and agree to our terms of use (https://www.itseasy.com/about_us/legal).

ORIGIN ID: JHCA 18664873279

SHIP DATE: 08MAY25

IE: ITSEASY PASSPORT & VISA
200 PARK AVE - LOBBY ST.
THE METLIFE BUILDING
NEW YORK, NY 10166
UNITED STATES, US

ACTWGT: 1.00 LB
CAD: 258853825/FAP/2208

BILL RECIPIENT

TO PROCESSING DEPT - #561435356

ITSEASY PASSPORT & VISA

200 PARK AVE - LOBBY

THE METLIFE BUILDING

NEW YORK NY 10166

REF: 18664873279

PO: 18664873279

DEPT:

58CJ3/630D/C6C4



J252025040801uv

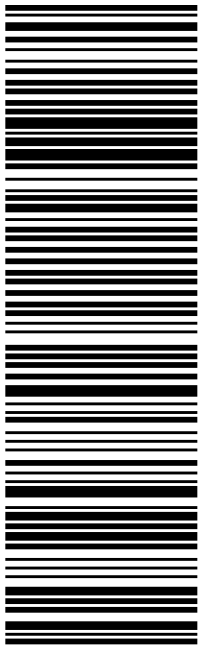
TRK# 0201 8811 0896 2311

FRI - 09 MAY 10:30A
PRIORITY OVERNIGHT

E3 JHCA

10166

NY-US EWR



----- Fold Line -----

FedEx Shipping Label

You may use this label to send you documents in

THIS LABEL IS VALID FOR ONE DOMESTIC SHIPMENT
Shipped between May 08, 2025 and Jun 07, 2025

Verify that you have completed, signed and included all the documents listed above.

Attach the FedEx label to a FedEx package by inserting in either the attached or adhesive pouch.

Drop the package at an authorized FedEx shipping location. Find one at <http://www.fedex.com/locate>

Duplication and use of label may result in your package being returned or severely delayed in delivery. If you choose to use this label, a fee of \$34.95 will be applied to the total cost of your order.

Using this label ensures that your application receives FedEx Priority Overnight shipping and will reach us the following business morning. If your documents need to reach us sooner, do not use this label. Call our Customer Service Center at 1-800-975-2986 to obtain a different shipping label.

This label is **NOT** valid for shipments originating in Alaska, Hawaii, or Puerto Rico.



ItsEasy Passport & Visa Service Disclaimer

Disclaimer

ItsEasy makes every reasonable effort to provide you with accurate information regarding passport and/or visa requirements as well as to obtain the documents required for your trip. ItsEasy does not warrant the information provide or guarantee its accuracy as governments may change policies, requirements, processing times and/or fees at any time with little or no notice which may affect your needs and schedule.

The issuance of any passport or visa documents is at the discretion of the government agency, or “issuing authority”, with whom the request is lodged. In some cases, even though the client has provided all correct information and fees, the issuing authority may deny the request, refuse to accept the request, request additional documentation, request that the applicant appear in person, request additional fees and/or not abide by its own estimated processing schedule. In these cases, any fees paid to ItsEasy and/or to issuing authorities becomes non-refundable. While ItsEasy does everything in its power to ensure the timely issuance of the requested documents, ItsEasy does not actually issue the documents and its liability extends only to the company’s performance of its duties.

An inbound shipping air bill is provided with this pack for your convenience. Use of the air bill is for single use, FedEx Priority Overnight shipping within the continental United States at a rate of \$34.95. Use of the air bill does not guarantee any responsibility on behalf of ItsEasy but is subject to the terms and conditions of FedEx. While you are not required to use the included air bill, one of the benefits is the ability of ItsEasy to track the shipment and work directly with FedEx to resolve any delivery delays or issues.

Selecting of “ItsEasy Select” service authorizes ItsEasy to select visa types and services based on its knowledge of the industry, Embassy/consulate offerings, requested document return date provided and documents provided by you. ItsEasy’s service selections are based on expectations provided by issuing authorities. ItsEasy is not liable for delays outside of its control in relation to service selections.

Selecting of “Fast Track” service authorizes ItsEasy to process the request as quickly as possible with the expressed understanding that additional fees may be incurred. ItsEasy is not liable for delays outside of its control in relation to service selections.

When documents are returned to you, it is your responsibility to review the documents for accuracy. It is also important to understand that passports may be cancelled at any time by the issuing authority. Visas are a “pre-approval” for entry to a foreign country and do not guarantee entry. Determination of entry is done by immigration agents upon arrival. Regardless of proper visa paperwork, an immigration official may deny entry, charge additional fees at time of entry or require additional forms or procedures to be followed.

By submitting a request to ItsEasy, you agree to all of the terms and conditions listed both above and additional terms and conditions can be found at

www.itseasy.com/about_us/legal