

U.S. Department of State

Washington, DC

To whom it may concern:

My name is _____ and I am an employee of the
_____. In view of the restrictive entry policies of the countries that I will be
visiting, or prolonged processing delays I will be in need of a second passport in order to make job
possible. On ___/___/___ I am required to travel to soon after I may have to travel to _____.
While I am traveling to _____, I may have to file my documents and new passport for visa
issuance to the _____ which may require sometime for processing.

Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries
mentioned above. I understand that one passport will be limited for (two) years and that it may be
extended at the end of that period if my need to travel to the aforementioned countries continues.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport
Office or the nearest American Embassy or Consulate.

Name: _____

Signature _____