



WASHINGTON, DC

UNITED KINGDOM Second Valid Passport

Required Documents Checklist

ALL APPLICANTS must include the following documents in your package to G3:

- Your original valid U.K. Passport. If you are renewing your second valid passport, you must submit both your current primary passport and your second valid passport.
- One copy of your Alien Registration Card (A.R.C.) or U.S. Visa and I-94. (Residents of Canada, Bermuda or other Caribbean islands should send appropriate proof of legal residency.)
- One completed and signed Passport Application C1 form (attached). Applicants under age 16 must submit Passport Application C2 instead of form C1; email info@g3visas.com if you require form C2. Make sure each page is initialed in the bottom right corner. Ensure that all signatures/initials fit completely within the boxes. The application must be countersigned; please see note below.
- Two passport-style (2"x2") photographs; please see page 3 for detailed photo guidelines. The person who countersigns your passport application should write on the back of one photograph "I certify that this is a true likeness of (your name)" followed by his/her signature and the date. (Note: photos must show the face with a straight expression; do not smile or grin.)
- Copy of flight itinerary
- Completed and signed G3 Letter of Authorization (attached, page 4.)
- Letter requesting the issuance of a second valid U.K. Passport from your company, on original letterhead, signed by someone other than the applicant (see attached sample). This letter must include tentative travel plans for the next year that demonstrate the need for a second valid passport.
- Personal letter requesting the issuance of a second valid U.K. Passport, signed by you. This letter must include tentative travel plans for the next year that demonstrate the need for a second valid passport. (Sample attached.)

NOTES:

Passport applications and one photograph must be countersigned by a professional person who has known you for at least two years. Examples of appropriate types of professionals include civil servants, bank officers, lawyers, doctors, teachers or police officers. It is preferred that the countersignatory be a British national or Commonwealth citizen. Members of your family may not countersign.

Expedited passport service is currently unavailable for second valid passport requests.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

UK Embassy Fees for Second Valid Passport

Passport Type	Passport Fee
UK Passport (standard book with 32 pages)	\$212.00
UK Passport ("Jumbo Passport" with 48 pages)	\$256.00

G3 Passport Processing Fees

Passport Type	Standard Passport Service (3-4 Business Weeks)
Second Valid Passport	\$100.00



VISAS & PASSPORTS

Traveler Information UK Second Valid Passport

Traveler Information

- 1. Traveler Name _____
Date of Birth _____
- 2. Traveler Name _____
Date of Birth _____
- 3. Traveler Name _____
Date of Birth _____
- 4. Traveler Name _____
Date of Birth _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____
 Company Name: _____
 Street Address: _____
 Apt. /Suite: _____
 City: _____
 State: _____ Zip Code: _____
 Home Phone: _____
 Office Phone: _____
 Mobile Phone: _____
 Fax Number: _____
 Email: _____

Please provide your email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

Send This Form and All Required Documents To:

G3 Washington, DC:
 703.276.8472 Phone
 888.883.8472 Toll Free
 703.524.3374 Fax
info@g3visas.com

UK Passport Department
 3300 North Fairfax Drive
 Suite 220
 Arlington, VA 22201

www.g3visas.com

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Travel Details

Date of US Departure: _____

I must have my passport no later than: _____

Other visas or passport services requested:

Return Shipping

Passports will be returned via Federal Express.

Select One:

- 3 Business Day Delivery \$15.50
- Overnight Delivery \$23.50
- Overnight Delivery Outside US** \$50.00
- 8 AM Delivery** \$75.00
- Saturday Delivery** \$38.50
- Same Day Delivery** Please Call
- Intenational Delivery** Please Call

***These services may not be available for all delivery locations.*

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- Credit Card
- Check (company or certified)
- Established Corporate

Account # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
UK Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		Total Payment Enclosed:	_____

For Payment Via Credit Card:

American Express, MasterCard and Visa only

Name as it appears on card: _____

Account Number: _____

Expiration Date: _____ Billing Zip Code: _____

Security Code (from back of card): _____

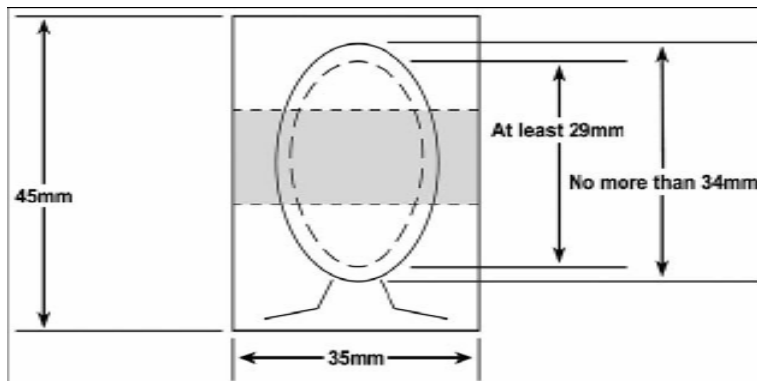
Cardholder Signature: _____

Guidelines for UK Passport Photographs

All passport applications must include two identical recent photographs. The photographs you send us must meet internationally agreed standards and must be a true likeness of you. The guidance in the following pages will help you send us acceptable photographs, and will help avoid the need for us to ask for more photographs.

The photographs must be:

- identical;
 - in colour, not black and white;
 - taken within the last month;
 - taken against a plain light grey or plain cream background;
 - 45 millimetres (mm) high x 35 millimetres (mm) wide (however, please do not trim your photographs to meet this condition);
 - fit into the template, with your eyes positioned in the area marked by the shaded band;
 - undamaged, for example; not torn, creased, or marked;
 - free from shadows;
 - printed on plain white photographic paper;
 - taken with your eyes open and clearly visible (with no sunglasses or tinted glasses, and no hair across your eyes);
 - free from reflection or glare on your glasses, and the frames must not cover your eyes (where possible, we recommend that you remove your glasses);
 - free from red-eye;
 - of you facing forward, looking straight at the camera;
 - with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows);
 - of you on your own (no baby's dummy, toys or other people on the photo);
 - taken of the full head, without any covering, unless it is worn for religious beliefs or medical reasons;
- and
- taken with nothing covering your face;



The photographs must:

- be in sharp focus and clear;
- have a strong definition between face and background; and
- be printed professionally. Photographs printed at home are not likely to be of an acceptable quality.

If your application needs to be countersigned, please ask your countersignatory to certify **only one** of your photographs, the second photograph must be left blank.

Letter of Authorization

Embassy of the United Kingdom
Passport Section
Washington DC

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of G3 Visas & Passports to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (place a check mark)

Thank you for your assistance with my application.

Original Signature of Applicant

G3 Visas & Passports US Offices

Washington DC Office
3300 North Fairfax Drive
Suite 220
Arlington, VA 22201

Tel : 703.276.8472
Fax : 703.524.3374
Email: info@g3visas.com

Chicago Office
11 East Adams
Suite 1605
Chicago, IL 60603

Tel : 312.704.8472
Fax: 312.704.8150
Email : chicago@g3visas.com

Miami Office
80 SW 8th Street
Suite 2250
Miami, FL 33130

Tel : 305.285.9255
Fax : 305.859.8007
Email : miami@g3visas.com

www.g3visas.com

Sample Business Letter For U.K. Second Valid Passport

*****Please print your business letter on company stationery*****

January 01, 2010

Embassy of United Kingdom
Washington, DC

To Whom It May Concern:

(Name of Applicant) works for *(NAME OF COMPANY)* as a *(POSITION WITH COMPANY)* and travels internationally with great frequency. As a consequence his passport is with him when he travels abroad and can not be used to obtain visas for the trips which are planned while he is out of the country **which causes undue hardships and much inconvenience.**

He is currently traveling to China on February 1, 2010 and will be returning to the United States on February 10, 2010. On February 16, 2010 will be traveling to Russia and visas are necessary for this trip. *(Applicant)* expects to travel frequently to countries requiring visas over the next year, including planned trips to Brazil in early March, India in May, and to multiple countries in Africa in June and July.

Please issue *(Name of Applicant)* a second valid passport, so he can have the visas issued while he is out of the country. I understand that the passport may **only be valid for a limited period.** If you have any questions, please feel free to give me a call at *(Your number at work)*.

Thank you for your assistance with this matter.

Sincerely,

Your Name (must be signed by someone other than the applicant)
Your Title

Sample Personal Letter For U.K. Second Valid Passport

*****Please print your business letter on company stationery*****

January 01, 2010

Embassy of United Kingdom
Washington, DC

To Whom It May Concern:

I work for (*NAME OF COMPANY*) as a (*POSITION WITH COMPANY*) and travel internationally with great frequency. As a consequence my passport is with me when I travel abroad and I can not obtain visas for the trips which are planned while I am out of the country **which causes undue hardships and much inconvenience.**

I am currently traveling to China on February 1, 2010 and will be returning to the United States on February 10, 2010. On February 16, 2010 I will be traveling to Russia and visas are necessary for this trip. I expect to travel frequently to countries requiring visas over the next year, including planned trips to Brazil in early March, India in May, and to multiple countries in Africa in June and July.

Please issue me a second valid passport, so I can have the visas issued while I am on the first trip. I understand that the passport may **only be valid for a limited period.** If you have any questions, please feel free to give me a call at (*Your number at work*).

Should either my original 10 year passport or my limited validity (second valid) **passport be lost or stolen**, I will report the circumstances immediately to the Passport Office in London or if abroad, to the nearest United Kingdom Embassy or Consulate.

Thank you for your assistance with this matter.

Sincerely,

Your Name (must be signed by the applicant)
Your Title

Please use ink and capital letters, if handwriting
Write all dates using the format dd/mm/yy

1a

To be completed by all applicants
Tick box(es) as appropriate

Your details

Mr Mrs Miss Ms Other (Please state)

Family name

Christian or given names

Maiden surname (if applicable)

Married Single Widowed Divorced Separated

Age last birthday Sex: Male Female

Permanent address (if return address is different please enter in Section 7)

Postcode

Daytime telephone no.

(we may need to get in touch with you urgently)

Town of birth

Country of birth

Date of birth

Have you changed your name other than by marriage or adoption?

Yes No

What was your previous name?

Were you born in a foreign country and your birth registered at a British Consulate?

Yes No

Name of British Consulate

Date of registration

1b

Were you naturalised or registered as a British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person?

Yes No

See Note 1 and then complete details of citizenship documents

Number of document

Place of issue

Date of issue

Go to Section 2

2

Were you born after 31 December 1982, or outside the United Kingdom* or a qualifying territory^{II}?

Yes No

See Notes 2 and 3 and then complete this section

Father's# details

His full name, family name first

His town and country of birth

His date of birth

His citizenship **at the time of your birth**, and if he was not a British citizen, his immigration status in the United Kingdom*

If he has a British passport give:

Number of passport

Place and date of issue

If he became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of his citizenship document

Place and date of issue

Mother's details

Her full name, family name first

Her town and country of birth

Her date of birth

Her citizenship **at the time of your birth**, and if she was not a British citizen, her immigration status in the United Kingdom*

If she has a British passport give:

Number of passport

Place and date of issue

If she became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of her citizenship document

Place and date of issue

Parents' marriage

Date of marriage

Place of marriage

If neither parent was born in the United Kingdom* or a qualifying territory^{II} or naturalised/registered as a British national, please give town, country and date of birth of all four grandparents in Section 7 and then return to Section 3.

Go to Section 3

Please initial here

3a

Are you a married, widowed or divorced woman whose claim to British nationality is through marriage to a British man before 1 January 1949? Yes No

See Note 4 then complete this section

Town and country of marriage

Date of marriage

Husband's details (includes former or late husband)

His full name, family name first

His town and country of birth

His date of birth

His nationality

If applicable

Date of divorce

Date of death

3b

Was your husband born outside the United Kingdom*? Yes No

Did he become a British subject, by his own naturalisation or registration? Yes No

Number of his citizenship document

Place and date of issue

Did he become a British subject, by descent through his father?# Yes No

Father's# full name, family name first

Father's# town and country of birth

Father's# date of birth

Did his father# acquire his British nationality by naturalisation or registration? Yes No

Number of father's# citizenship document

Place and date of issue

Have you been married more than once? Yes No

Please give details, as above, in respect of each of your husbands in Section 7 and then return to Section 4

4

Previous Passport
See Note 5

Have you had any sort of passport or travel document before or been included in one? Yes No

Is the previous passport or travel document attached? Yes No

Previous passport number

Go to Section 6

5

Give details of previous passport which has been lost or is not available. You also need to complete an LSO1 form. See Note 6

Number

issued at

in (year)

Your name at the time of issue

How the passport was lost, or why it is not available

Date and place of loss

When the loss was reported to the police, and where

Have you lost a British passport before? Yes No

Please give details in Section 7 and then return to Section 6

6

To be completed by all applicants

Please give the names of two relatives or friends who can be contacted if you meet with an accident. This information will only be used in an emergency.

Name

Address

Postcode

Tel. number

Relationship (if any)

Name

Address

Postcode

Tel. number

Relationship (if any)

Go to Section 8

Please initial here

7

Other information

8

Declaration of parent (or guardian)

(If applicant is 16 or 17 years of age, otherwise go to Section 9) **See Note 7**

I, (full name of parent/guardian).....
declare that my rights in respect of
.....(insert name of child)
have not been limited in any way by the order of any court having
jurisdiction over him/her.

Signature of parent/guardian _____ Date _____

Relationship to child (e.g. Father#, Mother) _____

Address _____

Go to Section 9

9

Declaration

To be signed by all applicants

I, the undersigned, declare that

- I have not previously held a passport of any description, or been included in one, other than that stated above.
- I have made no other application for a passport, other than that stated above.
- I am, today, in the country of application and will be at the time of issue.**
- (delete if not appropriate) If the passport mentioned in **Section 5** comes again into my possession, I will return it immediately to a British passport issuing authority.
- I do not owe money to Her Majesty's Government for repatriation or similar relief.
- I have not been adopted outside the United Kingdom* or a qualifying territory^{II}, except as mentioned in **Section 7**.
- I am a; British citizen or
British Overseas Territories citizen or
British Overseas citizen or
British subject or
British protected person
and I have not lost or renounced this status.
- All information given in this application is correct to the best of my knowledge and belief.

Sign in box _____ Date _____

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Go to Section 10

10

Countersignature. THIS SECTION MUST BE COMPLETED BY THE COUNTERSIGNATORY

See Note 8

- Please read the CAUTION below
- Endorse the back of the photograph by writing 'I certify that this is a true likeness of (insert name of applicant)' and add your signature, and the date on which the likeness was compared. Read what the applicant has put on this form, and
- Complete the following in ink and capital letters.
I, (insert your full name)

certify that the applicant (whose signature appears in Section 9) has been known personally to me for ____ years, and that to the best of my knowledge and belief the facts stated on this form are correct.
I am a British citizen/citizen of _____ (insert country)

SIGN

Profession (and professional qualifications) _____

Name of firm, business address or official stamp (if applicable) _____

Current British passport number (if applicable) _____

Daytime telephone number _____ Date _____

Checklist

When you have completed the form

Please check that you have enclosed all of the following:-

- Photographs (one certified on back)-**See Note 10**
- Fee-**See Note 11**
- Documents-**See Note 12**

and remember to sign the form **at Section 9 'Declaration'** and if you are 16 or 17, a parent/guardian should sign **Section 8 'Declaration of parent (or guardian)'**

It is IMPORTANT that all applicants read notes

FOR OFFICIAL USE ONLY

CAUTION

You are warned that the making of an untrue statement for the purpose of procuring a passport is a criminal offence. A check may be made on the authenticity of countersignatories. The application should not be countersigned until the form has been completed, signed and dated by the applicant.