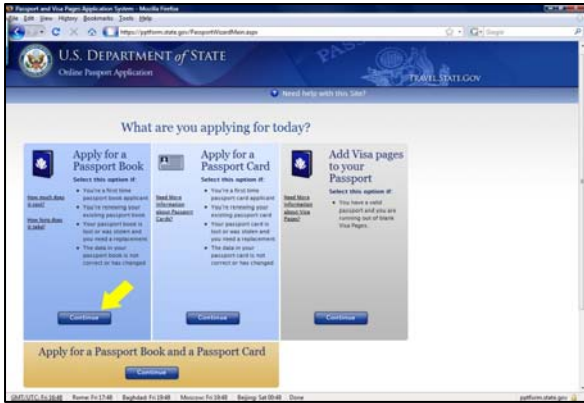
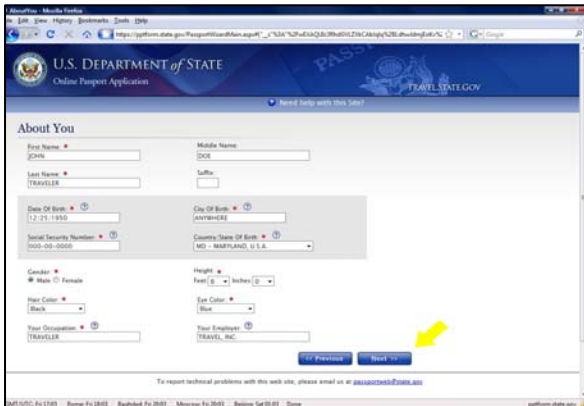




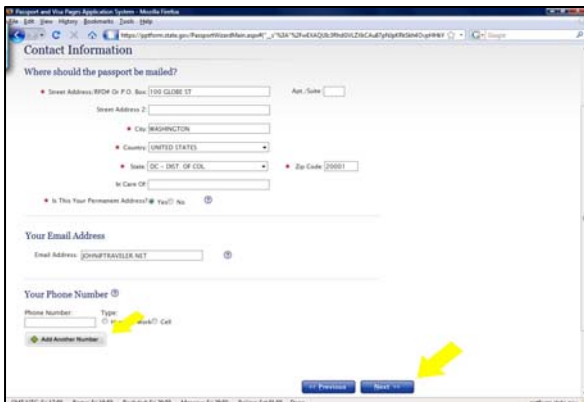
Guide to Online Passport Applications: Renewing a Second Valid Passport



Screen 1: Select “Apply for a Passport Book” by clicking “Continue”.

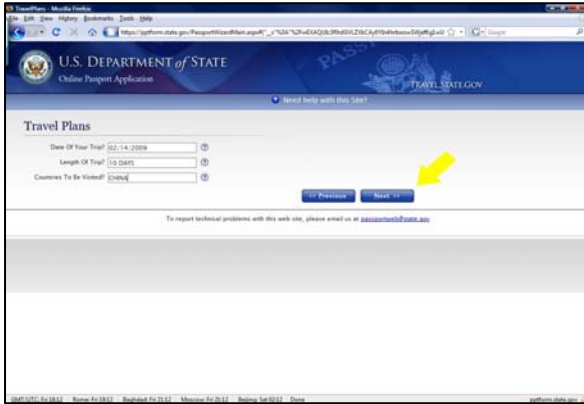


Screen 2: Fill in the blanks with your personal information, then click “Next”. Be sure to fill in your full name as written on your current 10-year passport. If your name has legally changed since your 10-year passport was issued, you will need to renew that passport before renewing your second valid passport.

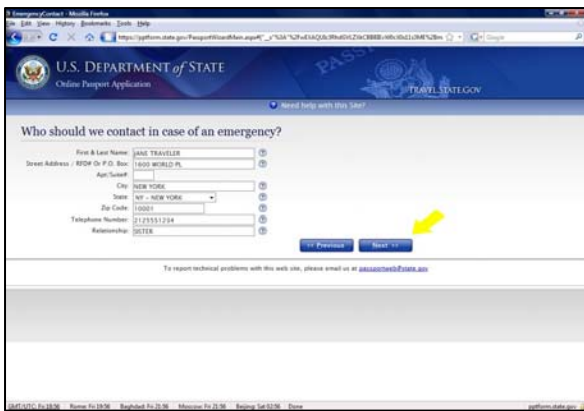


Screen 3: Fill in your mailing address; please note that your passport will not necessarily be shipped to this address, it will be sent to the shipping address you specify on your G3 Traveler Information form.

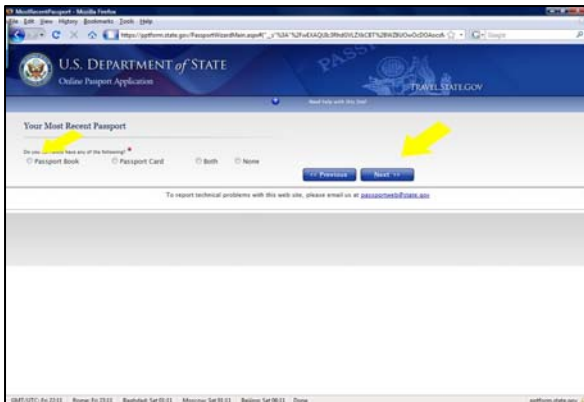
Type in your phone number, select the type of number, then click “Add Another Number” to enter the number into your application. (Only one number is required.) Click “Next” to continue.



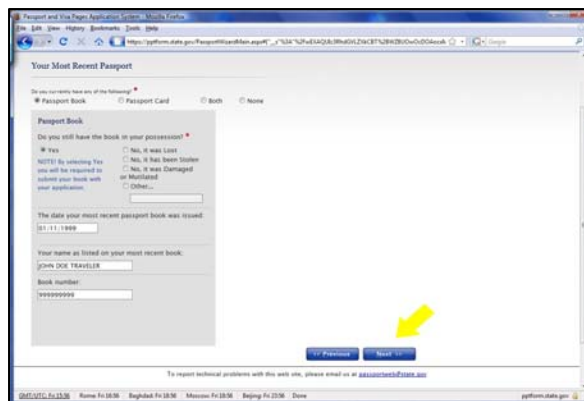
Screen 4: Fill in your date of departure, length of trip and country to be visited. This should match what is written on your itinerary or other proof of departure. Click “Next” to continue.



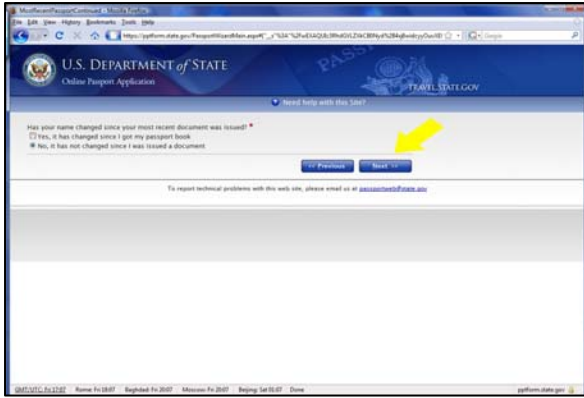
Screen 5: Fill in the contact information for someone who could be an emergency contact for you, then click “Next” to continue.



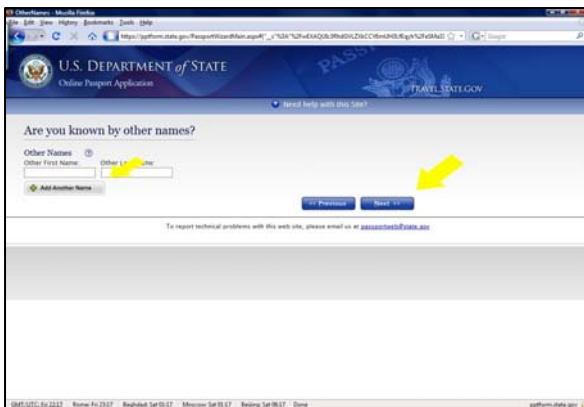
Screen 6: In this screen, you will be asked about the passport you are renewing. Select “Passport Book” then click “Next” to continue.



After you have clicked “Next” on **Screen 6**, the screen will open up a box that requests information about your passport. Make sure to fill in the correct information as listed in the second valid passport you are renewing. Even if you have been issued a 10 year primary passport more recently, do not fill in this information; fill in the information on your second valid passport. Click “Next” to continue.



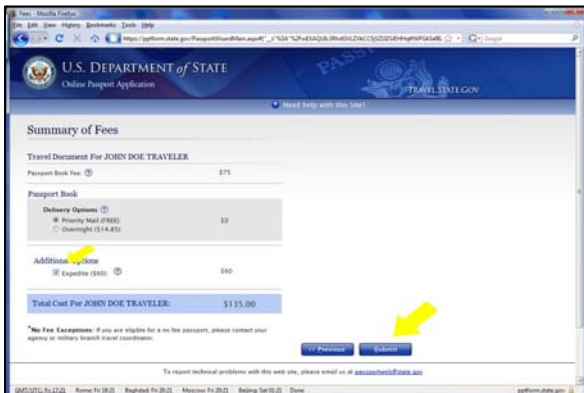
Screen 7: You will be asked if your name has changed legally since your passport was issued. Select “No”, then click “Next” to continue.



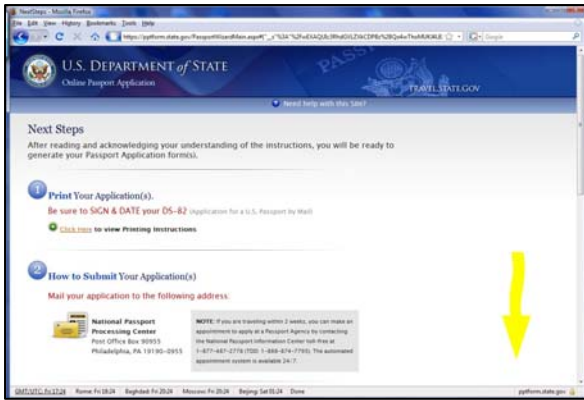
Screen 8: List any other names you have legally used, such as name changes, maiden names or previous married names. Do not list nicknames, religious names, aliases or pseudonyms.



Screen 9: On this page you will be able to review all the information you have entered. If any information is incorrect or incomplete, click “Edit” to return to that section of the application. When you are satisfied that all the information is correct, click “Next” to continue.

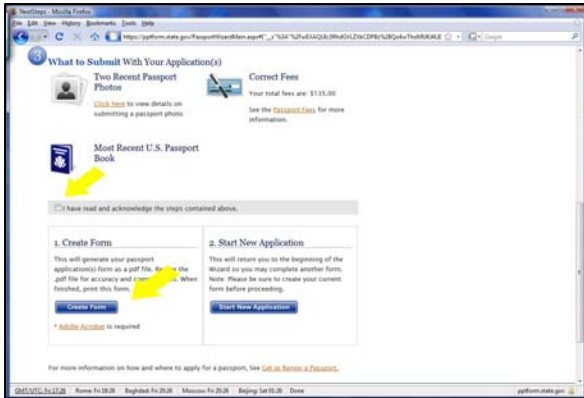


Screen 10: This page lists the relevant government fees for your passport service. Make sure the option marked “Expedite (\$60)” under the heading “Additional Options” is selected. You will not be required to submit credit card information or otherwise make payment on the Online Passport Application website. Click “Submit” to continue.



Screen 11: Scroll down to the bottom of the screen and check the box next to the statement “I have read and acknowledge the steps contained above,” then click “Create Form.” This will create a PDF of the application with your personal data. (Note: you will need the free [Adobe Reader](#) software installed on your computer to view and print your application.)

Please note that your computer may open a window to ask you if you wish to open or save the file. Select the option to open the file so you can print it.



Screen 12: Your completed application will look like this. Print your application using the printer icon at the top of the screen. Sign the printed application, preferably in blue ink.

