



Peace Corps

PASSPORT BLOCK LETTER

(This Form Must Accompany Passport Application In Lieu Of The Fee Form)

To: **Director, Passport Office**

DATE: _____ 1

From: **Chief of Transportation**

Applicant (Full Birth/Legal Name) 2		Passport Number (For Passport Office Use Only) 3	Issue Date (For Passport Office Use Only) 4
Status / Request For: Volunteer <input type="checkbox"/> (No-Fee Issuance Passport)		(OR) Staff Employee <input type="checkbox"/> 5 (Official Passport)	
Post (Country of Service) 6		Departure Date 7	
Dependents (Applicable to Staff Employees Only)			
Name (s) (Full Birth Name) 8		Passport Number (For Passport Office Use Only) 9	Issue Date (For Passport Office Use Only) 10
PASSPORT FOR: ASSIGNMENT			
Remarks:			11

Attention, Clerk of Court or Passport Agent: Please accept this application for an Official passport for the above named Peace Corps Volunteer / Staff Employee in accordance with Section 353.52 (Clerk of the Court Handbook). After proper execution (please print applicant name(s) on the envelope), the application should be forwarded (via express carrier service) to the Peace Corps HQs, ATTN: SATO-Travel, 1111 20th St., NW, Washington DC 20526. SATO (202) 692-1170 will register the applications (for accountability purposes) upon receipt and will take them via courier service to the Special Issuance Agency. A copy of this letter must accompany each application in lieu of the fee.

General Instructions to Applicant: 1. This letter must accompany the Passport Application Form.

2. This letter, application and related documents may be given to a Clerk of the Court, or a Passport Agent, for their processing and mailing as identified above.

3. If the post of assignment is the Philippines, please place the following in Block # 11 (Remarks) : =E51

PLEASE ISSUE A NO-FEE PASSPORT FOR THIS PEACE CORPS VOLUNTEER / STAFF EMPLOYEE, STATING THAT THE VOLUNTEER/STAFF EMPLOYEE WILL BE ASSIGNED TO THE PHILIPPINES. THANK YOU.

Instructions to Volunteer: Please provide complete information in Block #'s 1,2,6,7, and 11 (if applicable).

Instructions to Staff Employee: Please provide complete information in Block #'s 1,2,6,7,8, and 11 (if applicable).

Privacy Act Notice: Authority to request this information is the Peace Corps Act (22 U.S.C. §2501 et seq.) (as amended). This information will be used for processing your request for a no-fee passport for Peace Corps service, and may be used for the routine uses described in the Privacy Act, 5 USC 552a, System of Records A,B,C,D,E,F,G,H,I,J,K and L, and as otherwise authorized by law. Consent to the release of the above is voluntary. Failure to provide the information will preclude the processing of your request.