

# Volunteer Passport Instructions

## Department of State Form (DS-11)

Please **do not** select the PDF option to print and handwrite your DS-11. You must use the Department of State's **Form Filler** Tool. Follow these instructions exactly as they appear to generate a Peace Corps Passport.

If you need to make modifications to your application, you must do so with the Form Filler tool. **Written applications, including modifications made in ink will be rejected.** Please note:

- Send to the correct address listed on page 4
- Follow all photo requirements
- **SIGN** your application **only** when instructed by the Acceptance Agent!

## Application Instructions

- **Copy and Paste the link below in a new browser window**  
<https://pptform.state.gov/PassportWizardMain.aspx>
- Open the Department of State Form Filler Tool and Accept the Terms of Service
- Look for "Complete Online & Print" and click the "Submit" button

What you see on the Form Filler	What you answer on the Form Filler
About the Applicant:	<i>Complete all applicable fields using your legal information.</i>
Occupation	Peace Corps Volunteer
Employer or School	Peace Corps
<b>Click [NEXT]</b>	
Contact Information	
Where should the passport be mailed?	
Street Address	Courier/PC
Street Address 2	Peace Corps
City	Washington
Country	United States
State	DC-District of Columbia
Zip Code	20006
In Care Of	PC
Is this your permanent address?	No, enter your permanent address
Preferred Method of Communication	Email
Your Email Address	<a href="mailto:transportation@peacecorps.gov">transportation@peacecorps.gov</a>
Your Phone Number	Enter your personal phone number
<b>Click [NEXT]</b>	
Travel Plans	
Date of your Trip	Date of your departure from "Next Steps" email
Date of Your Return	Date of return from your "Next Steps" email
Countries to be visited	Country of service from your "Next Steps" email
<b>Click [NEXT]</b>	
Who should we contact in case of emergency?	Skip this optional section
<b>Click [NEXT]</b>	

**Your Most Recent Passport:** In this section answer all questions as indicated below. Answering “None” is correct, for the purposes of this application the question is considering the category of passport you’re applying for and asking if you have previously been issued a No-Fee Passport.

What you see on the Form Filler	What you answer on the Form Filler
Have you been issued any of the following?	No
<a href="#">Click [Next]</a>	
Mother/Father/Parent of Applicant	Fill in this information as appropriate
Spouse of applicant	Fill in this information as appropriate
<a href="#">Click [Next]</a>	
Are you known by any other names?	List all any other names (e.g. maiden name)
<a href="#">Click [NEXT]</a>	
Personal Application Review	Review all information on this page before hitting <a href="#">[NEXT]</a> . Edit if needed.
<a href="#">Click [NEXT]</a>	
Passport Products and Fees: <b>DO NOT</b> submit any payment with your application. This page is for calculation only.	
Passport Options	Passport Book ( <u>ignore the pricing, there is no cost to you.</u> ) <b>DO NOT</b> select “52 Page Book”
Processing Methods	Routine Service (FREE)
Delivery Methods	Standard Delivery (FREE)
<a href="#">Click [NEXT]</a>	
Ignore all instructions on this page, scroll to the bottom	
Agree to “I have read and acknowledge the steps and information contained above.”	
<a href="#">[Create Form]</a>	

Click Save and note where the file is stored. Open the pdf, **print only the last two pages single sided in black ink on white paper**. **Ignore all other pages**, the instructions provided on the form do not apply to Peace Corps.

## Letter of Authorization

- Email [transportation@peacecorps.gov](mailto:transportation@peacecorps.gov) requesting a Letter of Authorization (LOA);
  - If you’re not emailing from the email address on file please provide the following;
    - Date of Birth;
    - Candidate Reference Number;
  - We will send you a signed copy of your LOA within one business day.

# Passport Application Execution

- Locate a Passport Acceptance Facility using the link below and call to make an appointment.

<https://iafdb.travel.state.gov/>

When you call, inform the agent that you need a DS-11 executed for a **Special Issuance No-Fee Passport**.

Next, ask the agent if they have photo services and what payment methods they accept, you **do not** need to pay the **\$110** application fee for the “No-Fee” passport but you are required to pay the **\$35** execution fee and any fees for photos. Peace Corps does not reimburse you for these fees.

If the acceptance agent is not familiar with the Special Issuance Passport process you may want to try another facility.

## Take the following items with you;

- One copy of these instructions
- One copy of the DS-11 printed single sided
- One passport size photo (2x2) to your DS-11  
<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>
- Your Citizenship Evidence (Usually Birth Certificate or Certificate of Naturalization)  
<https://travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html>
  - Citizenship Evidence must be an original or certified copy.
- Your Identification  
<https://travel.state.gov/content/travel/en/passports/how-apply/identification.html>
  - You will not submit your ID, it's only for the agent to verify your identity
  - You should make a copy of your ID for the agent to include in the packet
- **Two** copies of your Letter of Authorization (LOA)
  - Your Letter of Authorization will be emailed to you approximately one week after you accept your invitation to serve
- Payment for your **\$35** execution fee (and photo services, if applicable)

# Passport Application Assembly Checklist

Your Passport Acceptance Agent will execute your application IAW their January 2019 PARG assembly instructions. Postal Agents may have a different procedure, they should follow the standard process for all **Special Issuance Agency** applications. If the agent has any questions they should contact the Special Issuance Agency directly by email at CA-PPT-SIA-PASSPORTS@state.gov.

Before the application is sealed for mailing ensure that the following items are inside;

- ☐ **Original** DS-11 printed **single** sided
  - The agent **must staple** one passport size photo (2x2) to your DS-11
  - **YOU AND THE AGENT MUST SIGN THE DS-11**
- ☐ Your [Citizenship Evidence](#)
- ☐ A copy of your Identification
- ☐ **Two** copies of the Letter of Authorization that was emailed to you

## Mailing Instructions

- ☐ The Passport Acceptance Agent must seal all documents for your passport together and send them through a trackable mailing service (e.g. DHL, FedEx, UPS) to the address below:

**Peace Corps TMC  
1275 First St NE  
Washington, DC 20526-5330**

- ☐ Make sure the acceptance agent mails your application to the **Washington, DC** address using a trackable service. If the agent will not send to Washington, DC have them send directly to the Special Issuance Agency.

**U.S. Department of State  
Special Issuance Agency (CA/PPT/SIA)  
ATTN: Routine – Peace Corps  
44132 Mercure Cir  
Unit 1185  
Sterling, VA 20166-1185**

- If the agent cannot provide a tracking number it is okay, some can't.
- ☐ **Make sure the acceptance agent does not mail your application to any other address, the package will be rejected and you will need to start the process over.**
- ☐ Notify us at [transportation@peacecorps.gov](mailto:transportation@peacecorps.gov) with CC to your Country Desk Officer (e.g. [costarica@peacecorps.gov](mailto:costarica@peacecorps.gov)) that your package has been sent and provide us with your tracking number. Keep your tracking number until you've been informed that your package was received.

## After You Have Sent Your Application

- If you sent your application to the **Washington, DC** address then Peace Corps will notify you when your application has been received and sent for processing. Processing takes on average 6-8 weeks but may take longer. You will only hear from Peace Corps in those 6-8 weeks if there is an issue with your application, otherwise you will be notified when your passport has been issued.
- If you sent your application to the **Sterling, VA** address then you sent your package directly to the Department of State and will not be notified when it is received. Processing takes on average 6-8 weeks but may take longer. You will only hear from Peace Corps in those 6-8 weeks if there is an issue with your application, otherwise you will be notified when your passport has been issued.
- **IMPORTANT:** After your application is processed we will mail your citizenship evidence back to you using the mailing address you provided in your Peace Corps record. If you need your document mailed to a different address please email [transportation@peacecorps.gov](mailto:transportation@peacecorps.gov) with your new mailing address.