

Volunteer Passport Instructions

Department of State Form (DS-82)

Please **do not** select the PDF option to print and handwrite your DS-82. You must use the Department of State's **Form Filler Tool**. **Read these instructions carefully and follow them exactly as they appear to generate and mail your Peace Corps Passport Application.**

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:

- **No payment is required** when submitting this application;
- **Send your application to the address listed on page 3;**
- Follow all photo requirements;
- **SIGN** your application!

Application Instructions

- **Copy and paste the link below into 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 information</i>	
Occupation	Peace Corps Volunteer
Employer or School	Peace Corps
Click [NEXT]	
Contact Information: <i>Where should the passport be mailed?</i>	
Street Address	Courier/PC
Street Address 2	Peace Corps
City	Washington
State	DC-District of Columbia
Zip Code	20006
In Care Of	PC
Is this your permanent address	No
Enter your Permanent address	Use your address or one for a relative or family member
Preferred Method of Communication	Email
Your email Address	transportation@peacecorps.gov
Your Phone Number	Enter your Personal Phone Number
Click [NEXT]	
Travel Plans	
Date of your Trip	Date of Departure from "Next Steps" email
Date of Your Return	Date of Return from "Next Steps" email
Countries to be Visited	Country of Service from "Next Steps" email
Click [NEXT]	
Who should be contact in case of an emergency?	You may skip this optional section
Click [NEXT]	

Your Most Recent Passport: In this section please answer all questions as indicated. This is the only way to make the Form Filler tool generate the correct application.

What you see on the Form Filler	What you will answer on the Form Filler
Have you ever been issued any of the following?	Select "Passport Book" Passport book is the only acceptable document
Do you have the book in your possession?	Yes. Enter the information from the bio/photo page of your appropriate passport
For now, IGNORE the warning to submit your book with your application. See the mailing checklist on page 3.	
Click [NEXT]	
Was the data printed correctly in your most recent document?	"Yes, it was printed correctly"
Has your name changed since your most recent document was issued?	Answer this question appropriately
Was your most recent passport book limited for two years or less?	"No"
Click [NEXT]	
Are you known by other names?	List any other names (e.g. maiden name)
Click [NEXT]	
Personal Application Review	Review information on this page before hitting [NEXT] , edit if needed
Click [NEXT]	
Passport Products and Fees: DO NOT submit any payment with your application. This page is for calculation only.	
Passport Options	Passport Book (ignore the pricing, there is no cost to you.) DO NOT select "52 Page Book"
Processing Methods	Routine Service (FREE)
Delivery Methods	Standard Delivery (FREE)
Click [NEXT]	
Ignore all instructions on this page, scroll to the bottom	
Click to agree "I have read and acknowledge the steps and information contained above."	
Click [Create Form]	

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, and mailing addresses, provided on the form **do not apply** to Peace Corps.

Mailing Checklist

- ☐ One copy of the DS-82 printed single sided.
 - You **must attach** one passport photo (2x2) to your DS-82 in the box. Staple all four corners. For photo requirements see the guide linked below.
<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>
 - **SIGN YOUR DS-82**
- ☐ A **color copy** of your personal “tourist” passport biographical/photo page. **Do not send in your physical passport book with your application, only a color copy is needed.**

-OR-

If you completed the application with a Special Issuance Passport, you must submit that passport with your application. Click the link below for more details.

https://peacecorps.libguides.com/ld.php?content_id=52705712

Mailing Instructions

- ☐ Seal all documents for your passport in one large, catalog size (9x12”) envelope and mail 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**
- ☐ Notify us at transportation@peacecorps.gov with CC to your Country Desk Officer (e.g. 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’ve sent your application

- ☐ Peace Corps will notify you when your application has been received and sent for processing. Processing takes on average 3-4 weeks but may take longer. You will only hear from Peace Corps in those 3-4 weeks if there is an issue with your application, otherwise you will be notified when your passport has been issued.