All Peace Corps invitees must apply for a no-fee passport to ensure that you are eligible to depart for Peace Corps service, even if you already possess a personal passport book or passport card. Applying for this passport does not invalidate your personal passport book or passport card. Apply for your no-fee passport immediately. If required by your country of service, apply for your visa immediately as well. Please refer to your country specific information regarding your country’s visa application/requirements.

There are two different applications, the DS-11 or DS-82. Please note that you should complete either a DS-82 or a DS-11, not both. The differences between these applications are below.

Option 1:
Use the DS-82 form if you have a current personal passport book or passport card that is signed and in good condition, was issued to you after your 16th birthday, is in your current name, and which you will be submitting with your passport application. If you possess BOTH a personal passport book and passport card, submit the passport card with your application and retain your personal passport book for personal use. Your personal passport book or passport card will be returned, and new Peace Corps passport given to you at your staging event, meaning that you will have two valid passports. To apply using the DS-82 form, click HERE (pg. 2).

Option 2:
Use the DS-11 form if you do not have a personal passport book or passport card, your passport was issued prior to your 16th birthday, or you are planning to use your personal passport for international travel prior to your Peace Corps departure. To apply print the DS-11 form and complete by hand, click HERE to print the form (pg. 5).

*If your permanent residence is outside the U.S., or you are currently overseas and will not return to the U.S. at least three months prior to your departure date, you must apply for your Peace Corps passport using the DS-11 form and take all required documents (see DS-11 instructions on pg. 5) to the nearest U.S. Embassy or consulate. The embassy or consulate will make a photocopy of your personal passport book or passport card and certify that it has been examined. This photocopy will serve as the proof of U.S. citizenship for your application. The embassy or consulate will then authorize the DS-11 form and either forward the passport documents to the Special Issuance Agency (SIA) or return them to you. Please follow the guidance of the embassy or consulate. If your passport application and documents are returned to you, submit them to the Passport Office yourself by following the mailing instructions found in this document that pertain to the application you completed.

After reading these instructions, if you have further questions regarding your passport application, please contact us by calling 202-692-1160.
APPLYING FOR A PASSPORT USING THE DS-82 FORM

*Applies to DS-82 forms, version 01-2017, which can be found here.

Use this application if you have a current, valid passport book or passport card that was issued after your 16th birthday and do not plan on international travel before your departure date. Your no-fee PC passport will not be given to you until your staging event. Please note that your supporting documents (including your personal passport) will not be returned to you until your staging event. In the event you do not depart for service, please contact your Country Desk Officer regarding the return of your documents.

You are responsible for making sure your forms are filled out accurately and that all accompanying materials you submit are complete. If they are filled out incorrectly, the delay in processing time may cause you to be removed from your training class. Please read all instructions before you begin the process. These instructions are different from the DS-11 application.

If you submit your personal passport book/card for the DS-82, photocopy the biography page of your passport and retain it for your records.

Passport Application Instructions (DS-82 form):
Refer to the following item-specific notes when completing your application:

⇒ Please select “U.S. Passport Book” and “28 Page Book (Standard).”

⇒ Item 6: If you choose to provide your email address, Passport Services will only use that information to contact you if there is a problem with your application or if you need to provide additional information.

⇒ Item 8: Use the address below:
US PEACE CORPS
1111 20th St. NW
Washington, DC 20526

⇒ Photographs: You need two passport-style photographs. This is a very specific style of photograph. For photograph requirements, please refer to this link. These photographs must be 2” x 2” and the background must be plain white or off-white. Please write, with smear proof ink, your name and country of service on the back of each photo. Example photos can be found here. The Peace Corps requires a professional appearance, therefore graduation or candid photos cannot be used. Do not wear a hat, sunglasses, eyeglasses, or a tank top. Your photos will not be returned.

⇒ Item 10: You must provide your valid passport book or passport card and submit it with the application. Unsure of the difference between a passport book and a passport card? For an explanation from the Department of State, check here.

⇒ Item 11: If you have had a change of name, you must provide the original legal documentation that reflects your name change. Photocopies will not be accepted.

⇒ Item Signature and Date: Sign and date your completed DS-82 form. Please ensure that the signature in your personal passport is the same as the signature on your passport application. If not, the passport agency may refuse to process your Peace Corps passport.

Questions? Contact 202-692-1160.
⇒ **Item 15**: List your occupation as “Peace Corps Volunteer”

⇒ **Item 16**: List your Employer or School as “Peace Corps”

⇒ **Item 20**: Include your travel date of departure (located on your Volunteer Assignment Description), your return date (calculate by adding 27 months to your departure date), and country of service (e.g., “Cameroon”).

### MAILING INSTRUCTIONS FOR DS-82 PASSPORT FORMS

You must send your passport application to the Special Issuance Agency in Sterling, VA, and not the Philadelphia or Houston passport offices. Sending your application to the wrong address could delay processing time and may cause you to be removed from your training class.

**Mailing Checklist:**

The following items should be enclosed in your shipping envelope:

- Completed, signed, and dated DS-82 form with photo attached.
  - For more detailed information on acceptable photographs, refer to this link.

- Current personal passport book **OR** passport card (not both).

- Original legal name change documentation, *if applicable*

Use a mailing service that can track your shipment. **Peace Corps cannot confirm receipt of your passport documents, so please retain and refer to your tracking number to confirm delivery.**

**Please Remember:**

⇒ Using any mailing service such as USPS, UPS or FedEx, send your signed passport application with photo attached to:

  US Dept of State (CA/PPT/SIA)  
  Attn: Routine - Peace Corps  
  44132 Mercure Cir Box 1185  
  Sterling, VA 20166-1185

*We cannot contact you when your envelope arrives. Retain your tracking number to verify that your package has been received at the State Dept. If there is any incomplete information on your passport application, a representative will contact you.*

Questions? Contact 202-692-1160.
Your DS-82 application does not need to be witnessed by a clerk of the court or Post Office acceptance agent.

There is not a $110 processing fee for a “no-fee” passport used for official government travel as a Peace Corps trainee or Volunteer.

If you are a married couple filing together, each spouse must complete their own passport application form(s) and materials. These application can be mailed together.

Your personal passport book or card and your Peace Corps passport will be given to you at your staging event.

END OF DS-82 INSTRUCTIONS
APPLYING FOR A PASSPORT USING THE DS-11 FORM

*Applies to DS-11 forms, version 06-2016, which can be found here. 

Use this application if you do not have a current personal passport or passport card, your passport book or passport card was issued prior to your 16th birthday, or if you will be using your current personal passport book or passport card for international travel prior to your departure date. Your no-fee passport and your supporting documents will be given/returned to you at your staging event. In the event you do not depart for service, please contact your Country Desk Officer regarding the return of your documents. Please Note: If you possess BOTH a personal passport book and a passport card, submit your personal passport card with a DS-82 application and retain your personal passport book for personal use.

You are responsible for making sure your forms are filled out accurately and that the accompanying materials you submit are complete. If they are filled out incorrectly, the delay in processing time may cause you to be removed from your training class. Please read all instructions before you begin the process. These instructions are different from the DS-82 application.

If you're applying within the US, you will need to present your completed, unsigned DS-11 form, two 2”x 2” passport photos, your birth/naturalization evidence, and 2 copies of the Peace Corps Letter of Authorization to a passport acceptance agent at a post office or a clerk of the court. Inform them that you are applying for a NO FEE passport as a US Peace Corps Volunteer, and allow them to review the Letter of Authorization. (If you are applying from outside the US, birth/naturalization evidence is not required, the passport acceptance agent will verify your passport’s validity instead.) They will then witness your signature and enclose your application in a sealed envelope. You will need to re-trieve this sealed envelope from the acceptance agent or clerk so that you can write your name, birth date, place of birth, country of service, and date of service on the outside of the envelope. If the agent or clerk has an issue with giving you the sealed envelope, please contact by calling 202.692.1160. There will be a $35.00 execution fee to be paid to the post office agent or clerk.

Please make copies of all documents to retain for your records.

Passport Application Instructions (DS-11 form):
Refer to the following item-specific notes when completing your application.

⇒ Please select “U.S. Passport Book” and “28 Page Book (Standard).”

⇒ Item 6: If you choose to provide your email address, Passport Services will only use that information to contact you if there is a problem with your application or if you need to provide additional information.

⇒ Item 8: Use the address below:
US PEACE CORPS
1111 20th St. NW
Washington, DC 20526

⇒ Photographs: You need two passport-style photographs. This is a very specific style of photograph. For photograph requirements, please refer to this link. These photographs must be 2” x 2” and the background must be plain white or off-white. Example photos can be found here. The Peace Corps requires a professional appearance, therefore graduation or candid photos cannot be used. Do not wear a hat, sunglasses, eyeglasses, or a tank top. Your photos will not be returned.

Questions? Contact 202-692-1160.
Item Signature and Date: DO NOT SIGN THE DS-11 APPLICATION. Sign the application only in the presence of a clerk of the court or post office clerk.

Item 13: List your occupation as “Peace Corps Volunteer”

Item 14: List your Employer or School as “Peace Corps”

Item 18: Include your travel date of departure (found on your Volunteer Assignment Description), your return date (calculate by adding 27 months to your date of departure), and country of service (e.g., “Cameroon”).

Item 21: Only if you have previously been issued a passport, include the passport number and issuance date. Under “Status of Most Recent Passport,” check the appropriate box: Stolen, Lost, or in my possession (if expired). Instead of including your passport, you must include a photocopy of the photo page of your passport in addition to your birth evidence. If your passport was lost or stolen, you must also submit a Lost/Stolen Application form (DS-64).

MAILING INSTRUCTIONS FOR DS-11 PASSPORT FORMS

You must mail your passport application to the Dept of State in Sterling, VA, and not the Department of State’s Philadelphia or Houston passport offices. Sending your application to the wrong address could delay processing time and may cause you to be removed from your training class.

Mailing Checklist: The following items should be enclosed in an envelope sealed by the clerk of the court or Post Office passport acceptance agent:

- Completed DS-11 form properly signed and witnessed by a passport acceptance agent.

- Print two copies of the Peace Corps Letter of Authorization to be presented to the passport acceptance agent.

- Any supporting documents such as birth evidence or naturalization evidence (Original birth certificate, certified copy of your birth certificate, or original Naturalization Certificate). THESE MUST BE ORGINALS or court certified copies.

- Clear, black and white photocopy of above citizenship evidence on 8.5” x11” paper. This copy cannot be double-sided even if citizenship evidence is - submit separate sheets of each page of the document.

- If you are applying from within the US, have a current passport, and will need it to travel prior to departure, you must include a photocopy of the bio page in addition to your supporting documents. If you are applying from outside the US via a US Consulate or Embassy, birth/naturalization evidence is not required.

- Two 2”x2” passport photos (Photos must be recent, within the past 6 months, have a white/off white background, and be printed on photo paper.) For more detailed information on acceptable photographs, Refer to this link.

Mailing Checklist continued on the following page.

Questions? Contact 202-692-1160.
Mailing Checklist Cont.:

☐ Original legal name change documentation, *if applicable*.

**Please Remember:**

⇒ Using any mailing service such as USPS, DHL, UPS or FedEx, send your passport application and any applicable photos to:

**US Dept of State (CA/PPT/SIA)**
**Attn: Routine - Peace Corps**
**44132 Mercure Cir Box 1185**
**Sterling, VA 20166-1185**

**Peace Corps** cannot confirm receipt of your passport application, so please retain and refer to your tracking number to confirm delivery. If there is any incomplete information on your passport application, a representative will contact you.

⇒ **There is not a $110 processing fee** for a “no-fee” passport used for official government travel as a Peace Corps trainee or Volunteer. However, the $35.00 execution fee to be paid to the post office agent or clerk still applies.

⇒ If you are a married couple filing together, each spouse must complete their own passport application form. These applications can be mailed together.

⇒ Your Peace Corps passport will be given to you shortly before departure at your Staging event. It will not be sent to your home address.

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**END OF DS-11 INSTRUCTIONS**