All Peace Corps invitees must apply for a no-fee passport, even if you already possess a personal passport. Apply for your no-fee passport immediately after accessing the New Volunteer Portal. If required by your country of service, apply for your visa as well. You may find out if your country needs a visa by downloading your country’s zip file, which is contained in the “Passport and Other Resources” tab of the New Volunteer Portal, and then by selecting “Country Resources.”

PLEASE NOTE: You must apply for your passport/visa immediately to ensure that you are eligible to depart for Peace Corps service.

Applying for a no-fee passport does not invalidate your personal passport.

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 detailed below.

⇒ Everyone must include two copies of the Passport Block Letter with their passport application in lieu of the standard fee. Find the block letter HERE.

⇒ Use the DS-82 form if you have a current personal passport book/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. Your personal passport and new Peace Corps passport will be given back to you at your staging event, meaning that you will have two valid passports. To apply using the DS-82 form, click HERE (pg. 3).

⇒ Use the DS-11 form if you do not have a personal passport, 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 using the DS-11 form, click HERE (pg. 6).

⇒ 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. 6) to the nearest American embassy or consulate. The embassy or consulate will make a photocopy of your personal passport 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 CWTSatoTravel.
by following the mailing instructions found in this document that pertain to the application you completed. If your passport documents are sent to the SIA, you still must send any visa materials to CWTSatoTravel directly. In this case, include a note stating your passport application was sent to the SIA passport office. If your passport documents are sent to the SIA, you still must send any visa materials to CWTSatoTravel directly. In this case, include a note stating that your passport application was sent to the SIA passport office.

Do not use the United States Postal Service. Use a mailing service that can track your shipment, such as DHL, UPS, or FedEx. Retain your tracking number to verify that your package has been received at Peace Corps Headquarters. Peace Corps cannot confirm receipt of your passport and visa documents.

After reading these instructions, if you have further questions regarding your passport or visa application, please contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170 or pcdocuments@cwtsatotravel.com.

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

*Applies to DS-82 forms, version 12-2010, which can be found here.

Use this application if you have a current, valid passport book/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 issued to you until your staging event. Please note that your supporting documents (including your personal passport) will not be returned to you until you arrive at staging. 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 CWTSatoTravel
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 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, 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.

Questions? Contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170.
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.

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 (the staging date on your Volunteer Assignment Description), your return date (the length of Peace Corps service is 27 months), and country of service (e.g., “Cameroon”).

MAILING INSTRUCTIONS FOR DS-82 PASSPORT FORMS

You must send your passport and visa applications to Peace Corps Headquarters, and not the Department of State’s 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.

☐ 2 completed copies of the Passport Block Letter (ONLY complete Sections 1, 2, 5, 6, and 7). The Passport Block Letter can be found HERE.

☐ Current personal passport book OR passport card (not both).

☐ Two 2”x2” passport photos (legibly write your name and country of service on the back of each photo).
  ⇒ For more detailed information on acceptable photographs, refer to this link.

☐ Original legal name change documentation, if applicable

☐ Completed visa application(s), if applicable (including any necessary photos)

Do not use the United States Postal Service. Use a mailing service that can track your shipment, such as DHL, UPS, or FedEx. Peace Corps cannot confirm receipt of your passport and visa documents, so please retain and refer to your tracking number to confirm delivery.

Questions? Contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170.
Please Remember:

⇒ Using a mailing service such as DHL, UPS or FedEx, send your passport documents, any applicable visa materials, and photos to:

Peace Corps Headquarters
CWTSATO Travel
1111 20th St. NW
Washington, DC  20526

*CWTSatoTravel cannot contact you when your envelope arrives at headquarters. Retain your tracking number to verify that your package has been received at Peace Corps. If there is any incomplete information on your visa or passport application, a representative will contact you.

⇒ 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 and visa application form(s) and materials. These applications can be mailed together.

⇒ Your Peace Corps passport will be given to you at your staging event. It will not be sent to your home address.

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

*Applies to DS-11 forms, version 12-2010, which can be found here.

Use this application if you do not have a current personal passport, your passport was issued prior to your 16th birthday, or if you will be using your current personal passport for international travel prior to your departure date. Your no-fee passport will not be issued to you until your staging event. Please note that your supporting documents will not be returned to you until you arrive at staging. 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 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 applying within the US, you will need to present your completed, unsigned DS-11 form, two 2”x 2” passport photos, your passport blocks letters and your birth/naturalization evidence to a passport acceptance agent at a post office or a clerk of the court. 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 retrieve 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 CWTSatoTravel at 855.855.1961, option 1, ext. 1170. There will be a $25.00 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 CWTSatoTravel
  1111 20th St. NW
  Washington, DC 20526

Questions? Contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170.
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 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, or a tank top. Your photos will not be returned.

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 14: List your occupation as “Peace Corps Volunteer”

Item 15: List your Employer or School as “Peace Corps”

Item 19: Include your travel date of departure (the staging date on your Volunteer Assignment Description), your return date (the length of Peace Corps service is 27 months), 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). If you are applying with a DS-11 because you need your passport for travel between now and your Staging event, please select “Submitting with Application.” If selecting this option, you must print the document, as selecting this in the online application will incorrectly forward you to the DS-82 application. Instead of including your passport, you must include a photocopy of the bio 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 and visa applications to Peace Corps Headquarters, and not the Department of State’s 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, signed, witnessed, and dated DS-11 form.

☐ Any supporting documents such as birth evidence or naturalization evidence. THESE MUST BE ORGINALS. THEY CANNOT BE PHOTOCOPIES.

Questions? Contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170.
If you are applying from within the US, have a current passport, and will need it to travel prior to staging, 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.

1. 2 completed copies of the Passport Block Letter (ONLY complete Sections 1, 2, 5, 6, and 7). The Passport Block Letter can be found HERE (pg. 9).

2. Two 2”x2” passport photos (print your name and country of service on the back of each photo) Photos should 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.

3. Original legal name change documentation, if applicable.

The following items should be enclosed in your shipping envelope:

4. The envelope referenced above that was sealed by a clerk of the court or a Post Office passport acceptance agent.

5. Completed visa application(s), if applicable (including any necessary photos).

Do not use the United States Postal Service. Use a mailing service that can track your shipment, such as DHL, UPS, or FedEx. Peace Corps cannot confirm receipt of your passport and visa documents, so please retain and refer to your tracking number to confirm delivery.

Please Remember:

6. Using a mailing service such as DHL, UPS or FedEx, send your passport documents and any applicable visa applications and photos to:

   Peace Corps Headquarters
   CWTSATO Travel
   1111 20th St. NW
   Washington, DC  20526

*CWTSato Travel cannot contact you when your envelope arrives at headquarters. Retain your tracking number to verify that your package has been received at Peace Corps. If there is any incomplete information on your visa or passport application, a representative will contact you.

7. 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 $25.00 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 and visa application form(s) and materials. These applications can be mailed together.

⇒ Your Peace Corps passport will be given to you at your staging event. It will not be sent to your home address.

END OF DS-11 INSTRUCTIONS