

IPS 4-04 SAFEKEEPING OF VOLUNTEER NO-FEE PASSPORTS AND VISAS

Date: 06/24/04

Issuance Memorandum

1.0 PURPOSE

This Interim Policy Statement revises the policy in Section 3.2 of MS 213 regarding the safekeeping of Peace Corps Volunteers' No-Fee Passports and visas.

2.0 POLICY RATIONALE

Under the current policy in Section 3.2, Volunteers and Trainees (V/Ts) are not required to relinquish their No-Fee Passports to Peace Corps. However, they may voluntarily hand over their No-Fee Passports to their Country Directors who are then responsible for providing safekeeping for the passports in a locked cabinet or safe. The general practice at many posts has been to keep V/T No-Fee Passports and visas at post in a locked cabinet or safe.

Peace Corps agrees with advice from the Department of State that, for Safety and Security reasons, all V/Ts should keep their No-Fee Passports and visas in their possession or at their sites.

The new policy is intended to help prevent a V/T from being detained during an evacuation or routine check of proper paperwork because the V/T's passport and visa are not available.

3.0 POLICY

V/Ts are responsible for safeguarding their No-Fee Passports and visas by keeping them in their possession or easily accessible in a safe place at their sites. Country Directors who are currently safeguarding V/T passports and visas at post shall promptly return the passports and visas to the V/Ts.

V/Ts are responsible for keeping their No-Fee Passport and visas up to date. Should a V/T's No-Fee Passport or visa become lost, stolen or damaged, the US Embassy shall be advised immediately so that a replacement may be issued. In order to expedite requests for a replacement of a lost or stolen passport or visa, CDs should keep photocopies of all the V/Ts' No-Fee Passports and visas, and V/Ts should keep copies of their own individual No-Fee Passports and visas.

4.0 INSTRUCTION

This IPS applies only to Volunteer No-Fee Passports and visas. Provisions in Section 3.2 on V/T personal passports and other personal documents remain effective. This IPS will be integrated into MS 213 in a timely manner.

5.0 EFFECTIVE DATE

This IPS will be effective on the date of issuance.