

February 14, 2007

City Council Meeting  
February 27, 2007

Mayor and Members of  
the City Council

**DESIGNATION OF CITY CLERK'S OFFICE AS A PASSPORT ACCEPTANCE FACILITY  
BY THE U.S. DEPARTMENT OF STATE**

**Recommendation:**

It is recommended that the City Council approve the designation of the City Clerk's Office as a Passport Acceptance Facility by the U.S. Department of State, Bureau of Consular Affairs.

**Background:**

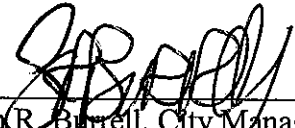
In order to provide a vital service to our community, the City Clerk's Office has applied to become an authorized Passport Acceptance Facility. There are a limited number of these facilities in the area, and providing a local source for our residents to easily and conveniently submit passport applications would be a valuable public service, especially with the more restrictive travel regulations requiring all travelers entering the United States to present standardized, secure and reliable documentation denoting identity and citizenship (in order to strengthen border security and facilitate entry into our country).

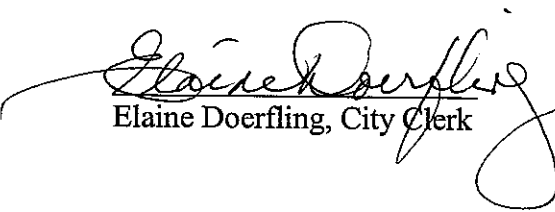
1. As of January 27, 2007, a passport is required for all persons (including U.S. citizens) traveling by air between the United States and Canada, Mexico, Central and South America, the Caribbean and Bermuda.
2. As early as January 1, 2008, new requirements are expected to take effect with regard to persons traveling by land or sea (including ferries) between the countries cited above.

Many U.S. citizens currently do not have a passport, since a driver's license or birth certificate was previously sufficient to get through customs on the trip home from neighboring countries, such as Mexico and Canada. Now that passports are required for all air travelers, including children, offering passport services at the City Clerk's Office would greatly benefit our community and would also help promote the other services and opportunities available to the public at City Hall.

The program, which could begin as early as mid-April, would be handled by existing staff and would provide a valuable, cost-neutral service to our community. The minimal costs (e.g. postage) would be adequately covered by the processing fee collected by the City. The proposed hours of operation for the service are Monday through Thursday from 10 a.m. to 2 p.m., or by appointment.

Noted:

  
Stephen R. Burrell, City Manager

  
Elaine Doerfling, City Clerk