



CITY CLERK DEPARTMENT
Long Beach, California

LARRY HERRERA
City Clerk

ADMINISTRATIVE DIVISION

Monique De La Garza
Administrative Officer

ELECTIONS BUREAU

Poonam Davis
City Clerk Bureau Manager

LEGISLATIVE BUREAU

Merianne Nakagawa
City Clerk Bureau Manager

September 14, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Clerk Department to serve as a Passport Acceptance Facility (PAF) as designated by the U.S. Department of State, Bureau of Consular Affairs, effective October 1, 2010, and adopt, by resolution, the recommended passport acceptance and execution fee of twenty-five (\$25) dollars, a passport photo fee of fifteen dollars (\$15), and an express postage fee of eighteen dollars and thirty cents (\$18.30).

DISCUSSION

As of June 1, 2009, all U. S. citizens traveling between the United States and Canada, Mexico, Central and South America, the Caribbean and Bermuda will be required to present a valid U. S. Passport book or a Passport card.

As there are a limited number of PAFs in Long Beach, the City Clerk Department sought and received certification to act as an authorized acceptance facility.

Now that passports are required for all air travelers, including children, providing passport services at City Hall would serve as a valuable public service.

Beginning October 1, 2010, the proposed hours of operation for the passport acceptance and execution services are Monday through Friday from 9:00 a.m. to 3:00 p.m., or by appointment. Beginning November 1, 2010, passport photo services will be offered.

TIMING CONSIDERATIONS

Approval of the foregoing recommendations will permit the City Clerk Department to begin passport acceptance operations and charge the recommended fees beginning October 1, 2010.

FISCAL IMPACT

The recommended passport service fees will cover the cost of providing passport acceptance, execution and photograph services. Initial costs to provide passport services are estimated at \$2,000. Existing staff will absorb the workload associated with this service.

The Bureau of Consular Affairs sets the level of allowable acceptance fees and the United States Postal Service (USPS) sets applicable postage rates. In the future, the rates paid by applicants to the Bureau of Consular Affairs, or for services provided by the USPS, will be adjusted as determined by each agency. A table showing the applicable fees is attached to this letter.

The proposed program is estimated to generate an ongoing revenue stream of \$20,000 in FY 2011; however, a formal FY 2011 budget appropriation/revenue estimate is not recommended at this time until a historical revenue trend develops.

The proposed fees will be contained in the fee resolution adopted as a part of the annual FY 2011 budget process.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted.



LARRY HERRERA
CITY CLERK

ATTACHMENTS

1. United States Department of State, Letter dated August 19, 2010.
2. Certificate of Designation, Passport Acceptance Facility, Bureau of Consular Affairs, Department of State, Washington D.C. (August 19, 2010).
3. City of Long Beach City Clerk Department Passport Execution, Photo, Postage and U.S. State Department Fees.



United States Department of State
Washington, D.C. 20520
Bureau of Consular Affairs
Passport Services
Office of Field Operations
Customer Service Division

August 19, 2010

Larry Herrera, City Clerk
Long Beach City Clerk Department
333 West Ocean Boulevard
Long Beach, CA 90802

Dear Mr. Herrera,

Passport Services is pleased to welcome Poonam Davis, Dianne Doss, Daisy Gomez, and Tracy Dantema as passport application Acceptance Agents for the U.S. Department of State. The enclosed Certificate of Designation has been issued to your office and authorizes the individuals endorsed by you and specifically named in this letter, who have successfully completed training, to accept applications on behalf of Passport Services. Your Acceptance Facility identification number is 030679.

Howard Josephs, the Los Angeles Regional Passport Agency's Customer Service Manager (CSM), will help ensure your successful participation in the Program. He may be reached at 310-575-5741 or JosephsHO@state.gov. (This contact information is for Acceptance Agent use only.)

Should your office require additional staff to accept passport applications, you will need to endorse and submit a completed *Acceptance Agent Changes* form to your Regional CSM to request approval in advance (See *Qualifications for Public Sector Employees* as reference). In addition, any changes to your facility's public or private contact information should be recorded on an *Acceptance Facility Changes* form and submitted to your Regional CSM. Enclosed you will find a sample of each of these forms.

We encourage you – and our mutual customers - to visit our website at travel.state.gov. This is the only official site for U.S. passport information. If your facility has its own website, the enclosed *How to Include U.S. Passport Acceptance Facility Information on Your Website* recommends linking to travel.state.gov as the one way to ensure customers always get current passport information. And, please feel free to announce your designation to local media; a sample release is enclosed.

Thank you for providing U.S. citizens with convenient, complete, customer-friendly service. While decisions on actual passport issuance are the exclusive responsibility of Passport Services, your contribution is vital to the issuance process. We look forward to a successful and long partnership with your office.

Sincerely,

Nancy L. Pace
National Customer Service Manager
Passport Services

Enclosures: as stated

cc: H. Josephs, CSM- Los Angeles Regional Passport Agency
K. Wheeler - Stanley Associates

BUREAU OF CONSULAR AFFAIRS
PASSPORT SERVICES

Department of State

Washington, D.C.



Certificate of Designation

PASSPORT ACCEPTANCE FACILITY

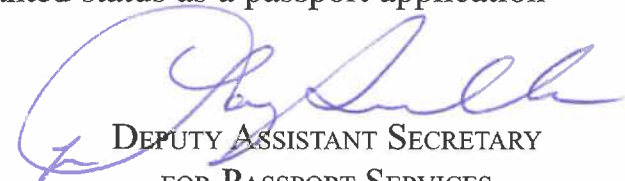
Long Beach City Clerk Department

Long Beach, California



is hereby designated as an Acceptance Facility of the Department of State for the purpose of accepting applications for passports and administering oaths in connection therewith. This designation will remain in effect only while acting in accordance with the rules set forth that granted status as a passport application Acceptance Facility.

Date August 19, 2010


DEPUTY ASSISTANT SECRETARY
FOR PASSPORT SERVICES

City of Long Beach City Clerk Department
Passport Execution, Photo, Postage and U.S. State Department Fees
 (As of September 15, 2010)

Routine Execution and Service Fees

| | PASSPORT BOOKS | PASSPORT CARDS | PASSPORT BOOK & CARD |
|--|---|--|--|
| Children 15 & Under: | \$80 payable to: U.S. Dept of State \$25 payable to: City of Long Beach | \$15 payable to: U.S. Dept of State \$25 payable to: City of Long Beach | \$95 payable to: U.S. Dept of State \$25 payable to : City of Long Beach |
| Adults 16+: | \$110 payable to: U.S. Dept of State \$25 payable to: City of Long Beach | \$30 payable to: U.S. Dept of State \$25 payable to: City of Long Beach | \$140 payable to: U.S. Dept of State \$25 payable to: City of of Long Beach |
| * Both parents must appear with children 15 and under. Effective November 1, 2010, passport photos can be provided at a cost of \$15 for two photos. | | | |

Optional Expedited Execution and Express Postage Fees

- **The expedited service option is offered so that applicants can receive their passport in approximately two to three weeks.**
 - The expedited service fee is an additional \$60 added to the passport-processing fee, payable to the "U.S. Department of State."
- **The overnight delivery option, in addition to the expedited service fee, is designed to ensure applicant's receipt of passport within two weeks).**
 - From the City Clerk's Office to the passport-processing center, add \$18.30* for express postage to the execution fee payable to the "City of Long Beach."
 - From the passport-processing center to you, add \$14.96 for express postage to the passport fee payable to the "U.S. Department of State."

**Current "Express Postage" set by the United States Postal Service.*