

The City Clerk's Office has received a request from the U.S. Department of State, Los Angeles Passport Agency, regarding becoming a Passport Acceptance Facility. According to the Department of State, the number of passport applications has increased over the last couple of years and the demand for passports is projected to be 20 million issuances annually over the next three years. The Department of State would like to expand their outreach in Los Angeles County in part due to the current one to two month wait for passport applicants to get an appointment at a Passport Acceptance Facility.

The City Clerk's Office on the third floor of City Hall has ample space, with some modifications, to provide this appointment-based service. The City would retain a \$35 acceptance fee from each passport application, which would cover related expenses. The Department of State would provide all training and necessary forms and materials, and access to Department of State customer service staff to answer any questions that may arise from City Clerk staff.

By becoming a Passport Acceptance Facility, the City Clerk's Office would be providing a service that has a growing need for the residents of the City and County of Los Angeles and the surrounding areas, and City employees. In addition, providing this vital service aligns with the City Clerk's vision of using cooperative partnerships to serve the needs of our constituents.

**I THEREFORE MOVE** that the Council authorize the City Clerk, or designee, to submit an application to the U.S. Department of State to be designated as a Passport Acceptance Facility.

PRESENTED BY



PAUL KREKORIAN

Council President, 2<sup>nd</sup> District

SECONDED BY



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JAN 18 2023

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