



Perris News

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****UPDATE: As of January, 2013, the City Clerk no longer provides passport service.**

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City Clerk Passport Service Raises Money – and Helps Residents

The Perris City Clerk's Office has raised more than \$20,000 since it began processing U.S. passport applications about 18 months ago, a welcome source of revenue during these difficult economic times.

City Clerk Judy Haughney is urging Perris residents to make use of her office in the City Hall complex because it is convenient and quick for individuals and beneficial to municipal coffers.

The City receives \$25 from each passport application, \$35 if the required photos are taken by Perris City Clerk staff. "We do this mainly because of the convenience," Haughney said. "But we are always looking for additional revenue sources."

Haughney said the Perris City Clerk's office prefers to process passport applications made in advance, but can often accommodate same day requests. It's not uncommon for other agencies that process applications—such as the U.S. Post Office—to require that people schedule an appointment weeks in advance.

Recently approved travel restrictions require that all U.S. citizens must carry a passport or passport card when leaving the country, even if only visiting Canada or Mexico.

The Perris City Clerk's office processes applications Monday through Thursday from 9 a.m. to 12 p.m. and 2:30 p.m. to 5 p.m. Spanish translation services are available. More information about the passport application program is available at www.cityofperris.org/city-hall/departments/city-clerk.html or by calling the City Clerk's office at 951-956-2925.

The following is a list of requirements for obtaining a passport or passport card:

- ▶ All applicants must be present during application process.
- ▶ Both parents must be present for applicants under the age of 16. If one parent cannot be present, that parent must fill out a Parent Consent Form (DS-3053) and have their signature notarized.
- ▶ Must provide Proof of Citizenship (Certified Birth Certificate issued by the State or County - abstract certificates are not acceptable, Prior Passport, or Naturalization Certificate).
- ▶ Valid government issued identification (Driver's License, California ID Card, or Military ID). Minors will use their parent's ID.
- ▶ Two identical passport photos. Photos must be COLORED, 2" x 2" in size with a white or off-white background.
- ▶ Regular candid photos and do-it-yourself booth photos are **NOT ACCEPTABLE**. Photographs should be taken in normal street attire - uniforms, or clothing that looks like a uniform, should not be worn.
- ▶ Two separate payments (see fee chart below).

The Perris City Clerk's office charges the following fees for passport application services:

Item	AGE REQUIREMENT	FEES PAYABLE TO PASSPORT SERVICES PER PASSPORT*	FEES PAYABLE TO THE CITY OF PERRIS PER PASSPORT**
U.S. Passport Book	16 and over	\$75.00	\$25.00***
U.S. Passport Card	16 and over	\$20.00	\$25.00***
U.S. Passport Book	Under 16	\$60.00	\$25.00***
U.S. Passport Card	Under 16	\$10.00	\$25.00***
Passport Photos (set of two identical photos)	Available to all applicants	–	\$10.00
*** Expedite Service (2-3 week processing time)	\$60 (only one \$60 expedite fee is charged when applying for both the Passport Book and Passport Card on the same application)		–
<p>*Fees payable to Passport Services cannot be paid by cash or credit card. Acceptable forms of payment include: personal check, bank draft, cashier's check, certified check, postal or commercial money order.</p> <p>**Acceptable forms of payment to the City of Perris are the same as to Passport Services; however, cash and credit card payments are acceptable</p> <p>*** If applying for a Passport Book and Passport Card at the same time, there is only a one-time processing fee of \$25 per application.</p> <p>**** Normal service has a 6-week processing time</p>			

