Agendà Item #: 3 N 1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: October 6, 2020	[X] Consent	[] Regular [] Public Hearing		
Department:				
Submitted By:	County Library/Administration			
Submitted For:	County Library/Administration			

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to receive and file: Certificate of Designation to Palm Beach County Library System – Main Library from the U.S. Department of State Passport Services to participate in the Passport Application Acceptance Program

Summary: On September 10, 2019, the Board approved the submission of an application for the Palm Beach County Main Library to become a Passport Application Acceptance Facility. The U.S. Department of State approved the Library's application to participate in the Passport Application Acceptance Program on February 21, 2020. No contract or agreement is required to start processing passports. Due to the COVID-19 pandemic, the Library was unable to move forward with passport processing in 2020. The Library is anticipating to start accepting applications in January 2021. Countywide (AH)

Background and Justification: A Passport Acceptance Facility is a public sector office that is designated to accept passport applications and forward to the U.S. Department of State. Passport Acceptance Facilities verify the information of applicants using Form DS-11, which includes all first time applicants and all minors. The verified applications are sent to the U.S. Department of State where the paperwork is processed and the passport is issued if the customer is deemed eligible by the Federal government. This initiative will be conducted as a one year trial program. If the trial proves successful, the service will continue at the Main Library and work with the U.S. Department of State to identify potential additional branches to host this service. The Passport Application Acceptance Facility collects and keeps the \$35 execution fee that is charged for each passport application.

Attachments:

- 1. Welcome Letter (1)
- 2. Certificate of Designation (1)

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Recommended By:	9	<u> </u>
	Department Director	Date
Approved By:	Wel & Slum	?(zv(w20
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Capital Expenditures	0	0_	0	0	0
Operating Costs	0_	0	0		
External Revenues	(36,400)	<u>(45,500)</u>	(45,500)	(45,500)	<u>(45,500)</u>
Program Income (County)	0	0_	0	0	0
In-Kind Match (County)	0	0	0_	0	0
NET FISCAL IMPACT	<u>(36,400)</u>	(45,500)	<u>(45,500)</u>	<u>(45,500)</u>	(45,500)
# ADDITIONAL FTE					
POSITIONS (Cumulative)	0	0_	0	0	0
Is Item Included in Current Bu	udget?		Yes_X_	No	
Budget Account No.:	Fund 1180	Dept <u>320</u>	Unit <u>_3</u> 2	<u>200</u> Objec	et <u>2900</u>
Does this item include the use of federal funds? Yes No _X_					

R	Recommended	Sources	of Funds	/Summary	of Fiscal	Impact
D.	Necommended	Sources	Ģi i unus	/Summar j	/ Utiliscal	ııııpacı

Source:

Impact: This is the potential revenue and was reflected in the FY 2021 budget

submission.

C. Departmental Fiscal Review:

(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

Δ	OFMB	Fiscal	and/or	Contract	Dev And	I Control Comments:
<i>-</i>		1 10041	allatol	- Oullia act	-	

Legal Sufficiency: B.

Other Department Review: C. N/A

Department Director

This summary is not to be used as a basis for payment. REVISED 9/03 ADM FORM 01



United States Department of State

Washington, D.C. 20520
Bureau of Consular Affairs
Passport Services
Office of Program Management
and Operational Support
Customer Service Division

Feburary 21,2020

Karen Nicosia Palm Beach County Library System-Main Library 3650 Summit Blvd West Palm Beach, FL 33406

Dear Ms. Nicosia:

Passport Services is pleased to welcome Palm Beach County Library to the U.S Department of State Passport Application Acceptance Program. The enclosed Certificate of Designation has been issued to your office and authorizes the individuals endorsed by you to accept applications on behalf of Passport Services. Your Acceptance Facility identification number is <u>876006</u>.

Ivette Rodriguez and Keisha Williams, the Miami Regional Passport Agency's Customer Service Managers (CSMs), will help ensure your successful participation in the Program. They may be reached at <u>CA-PPT-MM-CS@state.gov</u> (This contact information is for Acceptance Agent use only).

Should your office require additional staff to accept passport applications, you will need to submit (1) your endorsement verifying that each individual is qualified and 2) each individual's signature sample, directing both to your Regional CSM to request approval in advance. (See *Qualifications and Requirements for Public Sector Employees* as reference).

We encourage you — and our mutual customers - to visit our website at <u>travel.state.gov</u>. 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 <u>travel.state.gov</u> 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.

Nancy L. Pace

National Customer Service Manager

Passport Services

BUREAU OF CONSULAR AFFAIRS PASSPORT SERVICES

Department of State

Washington, D.C.



Certificate of Designation

PASSPORT ACCEPTANCE FACILITY

Palm Beach County Library System-Main Library

West Palm Beach, FL



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 February 21,2020

DEPUTY ASSISTANT SECRETARY FOR PASSPORT SERVICES