

Proposal to Move Passport Processing to Recorder's Office

Background

Currently, passport processing is being handled by Extension and Administrators Offices. The Recorder's office does currently offer the passport photo.

Issue

The County is seeing increased workload for passport processing (around 50 per month), which is straining the ability of Extension and Administrators offices to keep up with requests, in addition to managing regular workload.

Proposal

All passport processing and passport photos will be handled by the Records Office.

In order for the Records Office to assume this responsibility, the current part-time employee will need to be converted to a full-time employee.

The additional cost for this change would be around \$7,800. Revenue for passport processing is around \$10,000 and currently is being placed in Administrators budget. If this change is made, the passport revenue would be placed in Records budget.

Proposed implementation for change would be September 1.

Additional Background

The Recorder's Office employees that handle passports cannot handle vital records (birth, death, marriage) according to the US Department of State Passport Acceptance Agent requirements.

The Records Office would dedicate two people to passports, the other three employees would be dedicated to vital records and not handle passports.

As of June 30th, the recorder's office revenue was \$18,860.00 more than expected for 6 months into the year.

Once this is discussed and possibly approved, we can move forward with the details of making this change, including training the 2 employees so they can become certified, and creating a space specifically for handling passports. We currently have a space dedicated to passport photos. We plan to continue to use that space for all things to do with passports.