

Question: Can cities and towns receive United States Passport applications from individuals and charge them for the service?

TA Response: Accepting U.S. passport applications has emerged as a means to raise revenue for many municipalities while providing a convenient service for residents. In addition to local post offices and some court houses, about 75 Massachusetts cities and towns have received the designation as a Passport Acceptance Facility (PAF) by the United States State Department.

A PAF is authorized to accept passport applications. Assigned staff review the information provided for completeness and accuracy, accept application fees and forward the package to the U.S. Passport Service for processing. City or town staff do not approve or reject the application. Nor do they influence how quickly a passport is approved. Some PAFs provide photo services. A typical charge is \$25 per application and slightly more if a photograph is included. This charge is in addition to passport application fees which are due the Federal government and vary depending on the selected processing time.

For municipalities, an application for designation as a Non-Federal PAF is available at the local offices of the U.S. Department of State. A city or town is required to identify those who will serve as agents and to ensure that they are U.S. citizens. As a rule, local processing takes place in the city or town clerk's office. Once the application is accepted, prospective agents need to complete training on the state computer system.

Below are links to town webpages where passport application information is presented.

Concord

http://www.concordma.gov/pages/ConcordMA_TownClerk/Passports

Stoneham

http://www.ci.stoneham.ma.us/pages/stonehamma_clerk/passport

Dartmouth

http://www.town.dartmouth.ma.us/Pages/DartmouthMA_Clerk/Passport

Barnstable

<http://www.town.barnstable.ma.us/TownClerk/travel.asp>

Westminster

http://www.westminster-ma.org/town_clerk.htm#Passport