

RESOLUTION AMENDING THE WASHOE COUNTY CLERK FEE SCHEDULE TO INCLUDE FEES ASSOCIATED WITH THE CLERK’S PROVISION OF PASSPORT APPLICATION SERVICES

WHEREAS, in response to a growing need in the community, the Clerk’s Office sought and received certification from the U.S. Department of State to operate as a passport agency on May 2, 2023; and

WHEREAS, the Clerk’s Office began processing passports for Washoe County employees on July 1, 2023, and for the general public on August 1, 2023; and

WHEREAS, fees charged for passport photos, execution fees, and postage costs to send passport application materials to a U.S. Department of State processing center are transferred to Washoe County’s general fund and incorporated into the Clerk’s Office budget; and thus, these fees are required to be listed on the posted Washoe County Clerk Fee Schedule;

NOW THEREFORE, BE IT RESOLVED, by the Washoe County Board of County Commissioners that:

The following fees be incorporated into the Clerk’s Fee Schedule and posted for public inspection, with an effective date retroactive to July 1, 2023:

* Passport: Photo	\$15.00
** Passport: Execution Fee	\$35.00
***Passport: Expedited Postage	\$24.90
***Passport: Renewal Postage	\$8.05
***Passport: Renewal Expedited Postage	\$24.90

*Fee determined by the Clerk’s Office, commensurate with other local agencies.

**Mandated passport agency fee set by the U.S. Department of State.

***Passport postage fees are based on actual postage costs and subject to federal rate changes.

ADOPTED this 22nd day of August 2023 with an effective date retroactive to July 1, 2023.

Alexis Hill, Chair
Washoe County Commission

ATTEST:

Jan Galassini
Washoe County Clerk