



PASSPORT ACCEPTANCE SERVICES

IMPORTANT NOTICE

PLEASE READ

EFFECTIVE ON MONDAY MAY 5, 2014, THOSE SEEKING PASSPORT ACCEPTANCE SERVICES MUST HAVE AN APPOINTMENT. WALK-UPS WILL NO LONGER BE SERVED. NO EXCEPTIONS.

DUE TO A LARGE INFLUX IN THE NUMBER OF PERSONS SEEKING PASSPORT ACCEPTANCE SERVICES, TO ALLOW FOR LIMITED STAFF TO PROVIDE EFFICIENT AND COMPLETE SERVICE, WE HAVE IMPLEMENTED AN **APPOINTMENT ONLY** SYSTEM.

TO MAKE AN APPOINTMENT, PLEASE CALL 310-253-5577 AND LEAVE ALL OF THE FOLLOWING INFORMATION ON THE RECORDED LINE (FAILURE TO LEAVE ALL OF THIS INFORMATION WILL RESULT IN YOUR REQUEST FOR AN APPOINTMENT BEING DELETED AND NOT PROCESSED):

1. YOUR NAME/ APPLICANT'S NAME
2. APPLICANT'S DATE OF BIRTH
3. E-MAIL ADDRESS (NEEDED TO CONFIRM APPOINTMENT)
4. THREE DATES/TIMES REQUESTED FOR AN APPOINTMENT. APPOINTMENTS ARE AVAILABLE MONDAY-THURSDAY FROM 9:30 AM TO 11:45 AM. SAME DAY APPOINTMENTS ARE NOT AVAILABLE. PLEASE CALL AS EARLY AS POSSIBLE TO HAVE THE BEST CHANCE OF RECEIVING YOUR FIRST DATE/TIME.

ONLY THOSE WITH AN APPOINTMENT CONFIRMATION WILL BE SERVED. EACH APPLICANT NEEDS A SEPARATE APPOINTMENT. FOR EXAMPLE, A FAMILY OF FOUR (TWO ADULTS AND TWO CHILDREN) NEEDS A TOTAL OF FOUR APPOINTMENTS.

THOSE PERSONS LEAVING ALL OF THE REQUIRED INFORMATION AND REQUESTING A DATE/TIME THAT IS AVAILABLE WILL RECEIVE AN E-MAIL WITH AN APPOINTMENT CONFIRMATION AND PASSPORT INFORMATION PACKET. IF YOUR DATES ARE NOT AVAILABLE, YOU WILL RECEIVE AN E-MAIL INDICATING THE NEED TO CALL AGAIN.

PASSPORT ACCEPTANCE SERVICES ARE BROUGHT TO YOU AS A COURTESY OF THE CITY OF CULVER CITY. PASSPORT ACCEPTANCE SERVICES ARE PROVIDED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE UNITED STATES GOVERNMENT. ANY COMMENTS REGARDING THIS SERVICE SHOULD BE ADDRESSED TO 1-877-487-2778. THE CITY RESERVES THE RIGHT TO REFUSE PASSPORT ACCEPTANCE SERVICES. MORE INFORMATION ABOUT PASSPORT ACCEPTANCE SERVICES CAN BE FOUND ON THE US DEPARTMENT OF STATE'S WEBSITE AT: <http://travel.state.gov/content/passports/english.html>.