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NEWS RELEASE City of Richmond City Clerk's Office

450 Civic Center Plaza, Suite 300, Richmond, CA 94804

FOR IMMEDIATE RELEASE
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NEW PASSPORT ACCEPTANCE FACILITY

City of Richmond City Clerk's Office is pleased to announce that effective Monday, August 7, 2017; it will begin accepting passport applications on behalf of the United States Department of State. United States citizens planning international travel may apply for their passport at 450 Civic Center Plaza, Suite 300, during the following hours by appointment only:

Monday: 10:00 a.m. to 4:00 p.m.
Wednesday: 10:00 a.m. to 4:00 p.m.
Friday: 10:00 a.m. to 2:00 p.m.
(Closed 12:00 p.m. to 1:00 p.m.)

Please recognize that the area is an operational executive office, and a quiet zone. No drop in service for same day appointments or scheduling future appointments is available; you **must** call (510) 620-6786 beginning Wednesday, August 3, 2017, to schedule **all** appointments.

For application forms, information on documentation required, fees, and a wealth of other passport and international travel information, visit the only official website for passport information - travel.state.gov.

For more information about the City of Richmond Passport Acceptance Facility, please visit <http://www.ci.richmond.ca.us/passports>.

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