

**RESOLUTION NO. 23-1896**

**A RESOLUTION OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN CLERK TO FORMALLY SUBMIT WRITTEN NOTIFICATION TO THE UNITED STATES DEPARTMENT OF STATE, OFFICE OF PASSPORT SERVICES REGARDING A PASSPORT ACCEPTANCE FACILITY IN THE TOWN OF MIAMI LAKES; PROVIDING AUTHORITY FOR TOWN STAFF; AND PROVIDING FOR AN EFFECTIVE DATE. (DIEGUEZ)**

**WHEREAS**, the demand for more authorized passport acceptance facilities exist ever since the United States Department of State, Office of Passport Services instituted a policy change from walk-in service to an automated appointment system for passports; and

**WHEREAS**, the nearest municipal Passport Acceptance Facilities near the Town of Miami Lakes (the “Town”) is located across county lines, in the City of Miramar, causing those who live in Miami Lakes and surrounding N.W. Miami-Dade County to drive a distance for passport services; and

**WHEREAS**, a Passport Acceptance Facility in the Town will provide a centrally located, easy to find, and customer friendly walk-in location for the residents of the Town and the surrounding communities of N.W. Miami-Dade County; and

**WHEREAS**, the services to be provided include: a review of passport applications to ensure that all information is accurate and legible, including verification of citizenship, photography and fees, recording of the type of document used on the application, administration or the oath affirming truthfulness of answers provided by the customer, and stamping of a seal on same; and

**WHEREAS**, a twelve dollar (\$12.00) photographic fee and a thirty-five (\$35.00) execution fee shall be collected for each passport application accepted; said fees shall be retained by the Town of Miami Lakes and serve as a recurring revenue source.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing Recitals are true and correct and incorporated herein by this reference.

**Section 2.**     **Creation of a Passport Acceptance Office.** The Town Clerk is hereby authorized and directed to formally submit written notification to the United States Department of State, Office of Passport Services, regarding the Town’s intent to facilitate a Passport Acceptance Facility in the Town of Miami Lakes, and if accepted by the United States Department of State, inform the Council at the next available Town Council meeting.

**Section 3.**     **Authorization of Town Officials.** Upon acceptance by the United States Department of State, Office of Passport Services, the Town Manager and/or his designee are hereby authorized to accept all revenues derived as a result of the Town Clerk’s function as a United States Passport Acceptance Facility, and is hereby directed that said revenues generated by the Passport Acceptance Facility be used exclusively to fund the administrative costs of the Office of Town Clerk, in furtherance of said project.

**Section 4**     **Effective Date.** This Resolution shall be effective immediately upon adoption.

\*\*\*\*\* This Section has been left intentionally blank \*\*\*\*\*

**Resolution No. 23-1896**

Passed and adopted this 14th day of March 2023.

The foregoing resolution was offered by Councilmember Fernandez who moved its adoption. The motion was seconded by Councilmember Ruano and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	Yes
Councilmember Carlos O. Alvarez	Yes
Councilmember Luis E. Collazo	Yes
Councilmember Joshua Dieguez	Yes
Councilmember Tony Fernandez	Yes
Councilmember Ray Garcia	Yes
Councilmember Marilyn Ruano	Yes



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Manny Cid  
MAYOR

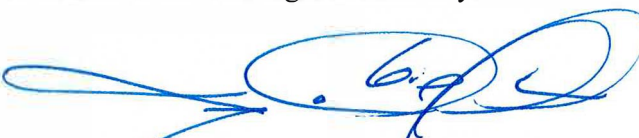
Attest:



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Gina M. Inguanzo  
TOWN CLERK

Approved as to form and legal sufficiency:



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Lorenzo Cobiella  
Gastesi, Lopez, and Mestre, PLLC  
DEP. TOWN ATTORNEY