

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

- State Law or Regulation Change
 Federal Law or Regulation Change
 Court Order or Settlement Change
 Clarification requested by One or More Counties
 Initiated by DCSS

August 2, 2007

LCSA LETTER: 07-15

ALL IV-D DIRECTORS

SUBJECT: CHANGES IN PASSPORT APPLICATION PROCESSING TIMEFRAMES

The purpose of this letter is for the Department of Child Support Services (DCSS) to inform the Local Child Support Agencies (LCSAs) that obligors that have been certified for passport denial may experience delays in obtaining their passports due to changes in routine and expedited processing times.

As stated in an E-Blast issued to LCSAs on September 14, 2006, the Western Hemisphere Travel Initiative requires that all travelers to or from Canada, Mexico, Central and South America, the Caribbean, and Bermuda have a passport or other designated secure document to enter or re-enter the United States at airports and seaports effective January 8, 2007. The Initiative affects all U.S. citizens traveling within the western hemisphere and certain foreign nationals who previously were not required to present a passport to travel to the United States, namely most Canadian, Bermuda, and Mexican citizens.

Implementation of the Initiative has caused an increase in passport applications. In response, the Department of State (DOS) Passport Services has changed their routine processing and expedited processing timeframes.

The Department of State Passport Services have changed the timeframes for processing passport applications as follows:

- Routine passport applications may take up to 10 weeks (previously 6 weeks).
- Expedited applications may take up to 4 weeks (previously 2 weeks).

The Regional Passport Agencies are processing routine applications (by appointment only) for individuals scheduled to travel within 10 days. An obligor should contact the National Passport Information Center (NPIC) or schedule an appointment at a Regional Passport Agency two days (not the day of) from the release date shown in the OCSE system for processing of their passport.

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With no exceptions provided at this time, the only expedited applications that will be processed immediately are those received via fax for individuals who:

- Have a Death in the family
- Have a dying or very ill relative
- Have a family member (or themselves) needing surgery outside of the United States
- Were denied a passport for child support reasons but never had a child support case

Further information regarding the DOS guidelines for processing individuals with a denied passport and the current timeframe required for processing can be found at [DCI-07-11, Current Passport Denial Program Guidelines for States](#).

If you have any questions or concerns regarding this matter please contact Michelle Tedrow with the Department of Child Support Services Program Policy Branch at (916) 464-5883. If you have questions about a passport release for a specific case, please contact the DCSS Operations Division at (916) 845-4604.

Sincerely,
/s/by Bill Otterbeck

BILL OTTERBECK
Acting Deputy Director
Child Support Services Division