



PASSPORT SERVICES COVID-19 REQUIREMENTS

Effective July 27, 2020

New Passport Services Only

Monday through Friday from 9:00 a.m.-4:00 p.m.

By appointment only

1. Please do not enter the facility if you have symptoms or exposure risks as listed by the CDC Guidelines
2. Physical distancing of six (6) feet must be maintained at all times
3. Must wear face coverings at all times
4. Hand hygiene and respiratory etiquette must be exercised. Everyone must wash their hands often and cover their cough and sneezes
5. We encourage everyone to follow guidelines established by the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>)
6. Appointments are available for new passports only Monday through Friday from 9:00 a.m.-4:00 p.m.; Saturday appointments will not be available until further notice
7. To renew a passport, visit <https://www.sangabrielcity.com/195/Passport-Services> for step-by-step instructions
8. Only patrons who have an appointment will be allowed inside the facility (with the exception of children)
9. Customers are asked to have all documents complete prior to entering the facility. Re-entries will not be permitted
10. Application for minors require both parents to be present at the appointment time
11. For baby photos, parents must provide a plain white blanket and car seat to use for background. Staff may need to get close to the baby to take a photo, therefore unable to keep the 6' social distancing requirements
12. The office door will remain locked. Staff will provide access at your appointment time. Please call (626) 308-2875 upon your arrival.
13. Customers will enter and exit from the main office entrance (door on Mission Drive)

If the above requirements are violated, patrons will be asked to leave.

**For questions or concerns, please contact Community Services at
(626) 308-2875 or commsrvinfo@sgch.org**