



Clerk of Superior Court

Connie Taylor, Superior Court Clerk

Districts All

Cobb County...Expect the Best!

TO: Dr. Jackie R. McMorris, County Manager

FROM: Connie Taylor, Superior Court Clerk

DATE: November 17, 2022

PURPOSE

To accept a reimbursement to the General Fund for previously collected mail fees associated with the expedited shipping of passports from the Cobb Clerk of Superior Court.

BACKGROUND

The Cobb Clerk of Superior Court's Office is an officially designated passport acceptance facility for the Department of State's Bureau of Consular Affairs, Office of Passport Services. As such, the Cobb Clerk of the Superior Court ("Clerk") may accept passport applications on behalf of the Bureau of Consular Affairs. Certain fees may be assessed by the Clerk when processing a passport application. More specifically, the Clerk can charge an execution fee of \$35.00 and/or expedited shipping fees of \$24.70, when requested by the applicant. CFR § 51.51(b) allows the Clerk to retain the \$35.00 execution fee; however, the Clerk may not retain the expedited shipping fees. A review of passport related revenue collections was conducted by the Clerk's Office and it was determined that the expedited shipping fees (Mail Fees) were mingled with the execution fees (Passport Fees) collected during FY2021 and FY2022 and retained by the Clerk in error.

FY2021 Mail Fees	\$46,411.30
FY2022 Mail Fees	\$37,247.60
	\$83,658.90

At this time, the Clerk will remit the prior years' collection of mail fees to the General Fund and submit future mail fee collections to Cobb County Finance, as received, going forward.

IMPACT STATEMENT

The cost associated with execution and expedited shipping of passports is included in the Clerk's annual operating budget. No budgetary transactions are required to reimburse General Fund for these expenses.

FUNDING

Mail Fees will be posted as follow:

Increase Revenue:	010-165-8600-4558	Mail Fee	\$83,658.90
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RECOMMENDATION

The Board of Commissioners accept a reimbursement to the General Fund for previously collected mail fees associated with the expedited shipping of passports from the Cobb Clerk of Superior Court, in the amount of \$83,658.90; authorize the corresponding accounting transactions; and further authorize the Chairwoman to execute the necessary documents.

ATTACHMENTS

None