



# Press Release

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## **CITY OF CHINO HILLS LAUNCHES APPOINTMENT SYSTEM FOR PASSPORT SERVICES**

Chino Hills, CA – The City Clerk’s Office at the City of Chino Hills has begun offering passport appointments as part of an effort to provide enhanced services. Passport Services have launched a new schedule that accommodates walk-in customers from 7:30 a.m. to 1:00 p.m. on Monday, Tuesday, Wednesday, and Thursday. At times, the walk-in traffic may exceed the capacity for service and it may become necessary to stop accepting customers for the day. Signage will be posted to inform customers.

The new appointment system will be available from 2:00 – 4:30 p.m. on Monday, Wednesday, and Thursday; from 2:00 – 7:00 p.m. on Tuesday; and from 7:30 a.m. to noon on Friday. Passport customers may call the passport hotline at (909) 364-2607 to schedule an appointment. Customers should be ready with a completed application and the necessary documentation at their scheduled appointment time or they may be required to reschedule the appointment. During the transition to the new appointment system, walk-in customers may be accommodated during appointment hours as time permits.

Passport Services are provided in the City Clerk’s Office on the second floor at City Hall, 14000 City Center Drive. Additional information is available on the City website at [www.chinohills.org/Passports](http://www.chinohills.org/Passports) and on the passport information website at [www.travel.state.gov](http://www.travel.state.gov).

The City began offering Passport Services in mid-2015. During fiscal year 2016-2017, the City Clerk’s Office processed 7,481 passport applications.

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