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ADMINISTRATIVE MESSAGE NO. 359 FROM LATA H#21892 C.M. DALTON
DATE 10/29/07 16:29

UNION PACIFIC RAILROAD COMPANY
SR MANAGER TERMINAL OPERATIONS

PASSPORTS UPDATE
OCTOBER 16, 2007
SPOKANE, WA

EMTO NOTICE #43

TO BE POSTED AT: SPOKANE TRENTWOOD
SANDPOINT EASTPORT
HINKLE

ALL TE&Y EMPLOYEES AND EASTPORT CLERKS. YOU MUST HAVE A PASSPORT STARTING
JANUARY 01, 2008 IF YOU PLAN ON WORKING THE EXTRA BOARD, NORTH POOL, OR AS A
EASTPORT CLERK. INFORMATION ABOUT PASSPORTS CAN BE FOUND AT:

[HTTP://TRAVEL.STATE.GOV/PASSPORT/PASSPORT_1738.HTML](http://TRAVEL.STATE.GOV/PASSPORT/PASSPORT_1738.HTML).

FOR PASSPORT PHOTOS, LOOK IN THE YELLOW PAGES UNDER PASSPORTS & VISAS FOR
LOCATIONS TO GET PHOTOS.

KEEP ALL RECEIPTS PERTAINING TO THE PASSPORT FEES FOR REIMBURSEMENT FROM UP.
REIMBURSEMENT WILL INCLUDE PASSPORT PHOTOS AND PASSPORT FEE, THIS DOES NOT
INCLUDE BIRTH CERTIFICATE FEES OR EXPEDITING PASSPORT DELIVERY. UP WILL NEED THE
ORIGINAL RECEIPTS AND HAVE YOU FILL OUT A REIMBURSEMENT LOG.

ANY QUESTIONS PLEASE ASK A MANAGER

HERE IS SOME MORE INFO ON PASSPORT PURCHASES.

TO OBTAIN A PASSPORT FOR THE FIRST TIME, YOU NEED TO GO TO ONE OF THE 10
LOCATIONS BELOW WITH:

- TWO PASSPORT PHOTOS
- SOCIAL SECURITY CARD
- VALID DRIVERS LICENSE, PHOTO ID, OR PREVIOUS PASSPORT
- CERTIFIED BIRTH CERTIFICATE WITH STATE SEAL OR NOTARY IMPRINT

IT MAY TAKE UP TO 8 WEEKS TO RECEIVE YOUR PASSPORT, PLAN NOW.

THESE ARE THE LOCATION YOU NEED TO GO TO IN PERSON TO APPLY FOR A PASSPORT.

- JSPO - 1602 E SPRAGUE SPOKANE, WA 99202 (509)252-3065
- SPOKANE COUNTY AUDITOR - 1116 W BROADWAY SPOKANE 99260 (509)477-2238
- JSPO VERADALE - 15202 E SPRAGUE AVE SPOKANE 99037 (509)893-0288
- USPO ROSEWOOD - 6325 N MONROE ST. SPOKANE 99208 (509)252-2363
- JSPO DEER PARK - 19 S. VERNON AVE. DEER PARK, WA 99006 (509)276-1091
- USPO AIRWAY HEIGHTS - 1501 S MULLEN AIRWAY HEIGHTS 99001 (509)244-3021
- JSPO CHENEY - 224 2ND ST. CHENEY 99004 (509)235-1590
- KOOTENAI COUNTY RECORDER - 451 GOVERNMENT WAY CDA 83816 (208)446-1480
- USPS CDA - 111 N 7TH ST. CDA 83814 (208)765-3741
- PEND OREILLE COUNTY CLERK - 229 S. GARDEN AVE. NEWPORT, WA 99156 (509)447-2435