



# PASSPORT SERVICES AT THE CITY OF MONROE

Monroe City Hall, 806 West Main Street  
**Monday-Thursday: 9:00 a.m.-12:00 p.m., 2:00 p.m.-4:00 p.m.**  
**Friday: 9 a.m.-12 p.m.**

## PLEASE BRING THE FOLLOWING WITH YOU WHEN APPLYING FOR A PASSPORT:

- A completed Application Form - DO NOT SIGN
- Passport Photo (available on-site for a \$15.00 fee)
- VALID Photo Identification
- CERTIFIED ORIGINAL Citizenship Evidence
- Passport Fees – **PAYABLE BY CHECK OR MONEY ORDER ONLY** to the U.S. DEPARTMENT OF STATE (do not include execution or photo fee)
- Execution Fee and Photo Fee (if applicable) are paid separately to the City of Monroe

Applications are available **ONLINE**  
 @ [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)  
 or for pick up at **CITY HALL.**

**QUESTIONS?**  
 Call City Hall Passport Services  
 at (360) 794-7400 or visit  
[WWW.MONROEWA.GOV](http://WWW.MONROEWA.GOV)  
 (under SERVICES—PASSPORTS)

U.S. PASSPORT BOOK (required for Air Travel)		
	PASSPORT FEE (payable to US Dept. of State)	EXECUTION FEE (payable to the City of Monroe)
<b>ADULTS FIRST TIME</b> (age 16 and over)	\$110	\$35
<b>MINORS</b> (under age 16)	\$80	\$35
U.S. PASSPORT CARD (Cannot be used for Air Travel)		
	PASSPORT FEE (payable to US Dept. of State)	EXECUTION FEE (payable to the City of Monroe)
<b>ADULTS FIRST TIME</b> (age 16 and over)	\$30	\$35
<b>MINORS</b> (under age 16)	\$15	\$35
OPTIONAL SERVICE FEES (paid to the U.S. Dept. of State)		
<b>FILE SEARCH FEE</b>	\$150	
<b>EXPEDITE PROCESSING</b>	\$60	
<b>OVERNIGHT DELIVERY RETURN FEE</b> (Passport Book ONLY)	\$15.89	



Utility,  
Passport and  
General  
Information

*-New Rates  
for 2018-*

*The Adventure Starts Here!*

## Water, Sewer & Storm Water Rates

### Residential Monthly Water Utility Rates Per Meter

	In City	Outside City
Up to 400 cubic feet (CF).....	\$22.54	\$33.81
Each 100 CF over 400 .....	\$6.42	\$9.63

### Residential Monthly Sewer Utility Rates

	In City	Outside City
Residential .....	\$94.51	\$141.77

### Monthly Storm Water Utility Rates

	In City	Outside City
Residential per Equivalent Residential Unit .....	\$11.81	N/A

### Miscellaneous Rates

Return Check Fee .....	\$30.00
Water Shut-Off Processing Fee .....	\$75.00
Set-up Admin. Fee (One-time) .....	\$15.00

*Please note: Low income senior citizen and disabled discounts available for qualifying utility accounts. Contact City Hall at (360) 794-7400 for details.*

**Effective 1/1/2018**

## Commonly Asked Questions

### Who do I call for other utilities?

Electric:	PUD	(425) 783-1000
Natural Gas:	Puget Sound Energy	(888) 225-5773
Solid Waste:	Republic Services	(800) 942-5965

### Who do I call regarding train crossing malfunctions or safety issues?

Burlington Northern Santa Fe (BNSF), (800) 832-5452

### Where do I pay traffic and parking infractions?

Monroe Municipal Court, 806 W. Main Street, Monroe, WA 98272.  
(360) 863-4548

### Are pet licenses required in the City?

Yes. Licenses for dogs and cats are available with proof of rabies vaccination. There is a \$15 annual fee for each altered pet (spayed/neutered), and a \$30 annual fee for each unaltered pet. Contact the PD—(360) 794-6300.

### Are door-to-door sales permitted in the City?

Yes, with a permit. Contact Amy Bright at (360) 863-4533 or [abright@monroewa.gov](mailto:abright@monroewa.gov).

### Do I need a business license?

Business licenses are required if your place of business is within the City limits. Refer to [www.monroewa.gov/bl](http://www.monroewa.gov/bl). Contact Amy Bright at (360) 863-4533 or [abright@monroewa.gov](mailto:abright@monroewa.gov) with Business Licensing Questions.

### How do I register to vote?

Mail-in forms are available at the School District Office, the Library, and at the Fire Department.

### How do I find out about City jobs?

Information about City job openings can be obtained on the City website at [www.monroewa.gov](http://www.monroewa.gov), on Comcast channel 21, or by calling Human Resources at (360) 863-4523.

### How do I report a pot hole or other unsafe street condition within the Monroe City limits?

Call City Hall at (360) 794-7400 during regular business hours. Call 911 after normal business hours to report any situation that is an emergency such as a fallen or missing STOP sign.

### How do I report a street light out?

Call Snohomish County PUD at (425) 783-1000 during regular business hours. You will need to provide the address of the pole and the pole number.

### Are permits required to build a fence in the City?

Yes. A fence permit is required. Please contact Leigh Anne Barr, Permit Technician at [labarr@monroewa.gov](mailto:labarr@monroewa.gov) for information on the process. There is no charge for a fence permit.