



INTER-OFFICE MEMORANDUM

TO: Anthony Nicks, County Auditor
FROM: Ché Alexander, Clerk of Courts
DATE: October 20, 2025

Signed by:
Ché Alexander
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RE: Response to Passport Audit Draft Findings

I am formally acknowledging receipt of the draft findings from the recent Passport Audit and accepting the report as presented following a thorough review.

I am pleased to note that the audit concluded the Passport Unit is operating at a high standard of accuracy, integrity, and compliance, with no corrective actions recommended. We greatly appreciate the professionalism and collaborative approach demonstrated by your team throughout this process.

The Office of the Clerk of Superior and Magistrate Courts remains committed to maintaining these high standards and ensuring continued accountability and excellence in all areas of operation. Please advise if any additional information or clarification is needed as the report is finalized.