

# How to Run a Passport Stamping Station for the National Heritage Area in *Five Easy Steps*



Your organization is a partner of the Sacramento-San Joaquin Delta National Heritage Area (NHA), and your facility hosts an NHA *Passport Stamping Station*. You are part of a nationwide network of stamping stations at national parks and national heritage areas. This network attracts travelers dedicated to getting their “passports” stamped at as many stamping stations as possible as mementos of their travels.

This guide is designed to help you answer visitors’ questions and maintain your stamping station. Stamping stations are *self-serve*, so your biggest ongoing task should be maintenance.



## Step One: Familiarize yourself with the NHA

Your supplies include a **fact sheet** that explains what NHAs are, why the Delta was designated an NHA, a map of the NHA, and interesting facts about the Delta.

This fact sheet is both for you and your visitors! Request refills by calling (916) 375-4800 or emailing [dpc@delta.ca.gov](mailto:dpc@delta.ca.gov). The fact sheet is also available at [delta.ca.gov/nha](http://delta.ca.gov/nha), but will print well only with a quality color laser printer.

## Step Two: Keep your stamping station visible to visitors

Your stamping station includes a 30” x 12” or 11” x 17” **display** designed to look like our Passport Program webpage – [delta.ca.gov/passport](http://delta.ca.gov/passport). Many visitors will visit the webpage to find a station convenient for their travel plans, so place the display facing incoming visitors to help them locate it quickly. If the display deteriorates, please call (916) 375-4800 or email [dpc@delta.ca.gov](mailto:dpc@delta.ca.gov) for a replacement.

## Step Three: Keep your stamping station stocked

The display should contain a **rubber stamp**, an **ink pad**, and the **NHA Fact Sheet**. Please do not use the display area for non-NHA materials – we don’t want to confuse our visitors!

If you misplace or are close to running low on supplies, please call us at (916) 375-4800 or email [dpc@delta.ca.gov](mailto:dpc@delta.ca.gov).



## Step Four: Keep it current

The passport stamp has a **date** on it. This means you need to set the correct date on the stamp *each day* as part of the regular routine you use preparing to open your doors to the public. If your opening routine is in writing, please add this task to that list.

## Step Five: Keep the ink pad inky

The Stamping Station features an old-fashioned **ink pad**. You should do a test stamp from time to time and if it appears the stamp is getting fainter, you probably need to add ink to the inkpad. You’ll want to keep that ink bottle handy, but probably not where kids or ne’er-do-wells can get their hands on it. Don’t overfill the pad with ink – if you do, the stamps will come out very sloppy and your visitors will be sad.

**REVERSE SIDE: INFORMATION FOR MANAGERS**

*Revised February 2026*

# Information for Managers at Facilities Hosting Passport Stamping Stations

## One Big Rule

*Sacramento-San Joaquin  
Delta NHA Map*

Access to the stamping station must be free, even if you charge for admission.

## Supplies

Per our agreement with our NHA Partners, we provide the following supplies – if you need replacements, please call us at (916) 375-4800 or email

[dpc@delta.ca.gov](mailto:dpc@delta.ca.gov).

- Rubber Stamper
- Ink Pad
- Ink Bottles
- Stamping Station Display
- NHA Fact Sheet

## Where to get Passports



Travelers can purchase passport books directly from Eastern National (aka America's National

Parks), a nonprofit partner of National Park

Service), at [americasnationalparks.org/passport-to-your-national-parks](http://americasnationalparks.org/passport-to-your-national-parks).

## Learn more about other stamping stations in the Delta.

Stamping station locations are listed at [delta.ca.gov/passport](http://delta.ca.gov/passport). Generally, the stamp at each station includes the NHA's name, the date, and the community of the stamping station. If visitors go to multiple stamping stations in your community, they're likely to get the same stamp each time.

## Got Suggestions?

We want to know how the program is working! Definitely share the fun stories, but if you have suggestions for improving the displays, the fact sheet, or the training materials, we'd love to hear that as well. Just call us at (916) 375-4800 or email [dpc@delta.ca.gov](mailto:dpc@delta.ca.gov).

## Thank you!

Partners like you are the lifeblood of the NHA. Thank you for participating!

