

Please note that appointments, certain forms and documents are required for passports, reports of birth abroad, and notarial services. Please refer to the appropriate section in this document to get details about the service you want to receive and book an appointment.

All visitors to the U.S. Consulate General in Montreal must follow certain security procedures. Any visitor who declines to be screened by security personnel will be prohibited from entering.

For general information about consular services available to U.S. citizens in Canada, please refer to http://canada.usembassy.gov/consular_services.html.

Our physical address is 1155 rue Saint-Alexandre (corner René-Lévesque, one street West of Bleury). We are open to the public from 8:30 AM to 12:00 noon, Monday to Friday, and Wednesday afternoon from 2:00-3:30 PM.

Our mailing address is Suite 500, 315 Place d'Youville Montreal, Quebec, H2Y 0A4.

LOST/STOLEN U.S. PASSPORTS

If your passport was lost or stolen in the Montreal area, we encourage you to report this information to us. You need to report and replace a lost or stolen U.S. passport by completing FORM DS-64 and emailing it to montreal-acis@state.gov with “Lost/Stolen U.S. Passports” in the subject line. We will need your name, date of birth, home address/telephone, passport number (if available), Social Security Number, police report number, and a brief description of the circumstances of loss. This information will be entered into the Department of State's national passport database and will assist your application for a new passport.

In emergency situations where a U.S. citizen must soon travel, we can issue an emergency passport on the same day, valid for 3 months. Please note that an “emergency” is defined as an unanticipated travel need or a lost/stolen passport shortly before the planned travel date. Passports cannot be issued outside of regular business hours.

If you want to [apply for a new passport](#), please [click here](#).

If you want to report your lost/stolen U.S. passport personally at the U.S. Consulate General in Montreal, please:

- complete [FORM DS-64](#);
- complete [FORM DS-11](#);
- [click here to make an appointment](#) before you show up at the Consulate.

Passports reported lost or stolen are invalidated and can no longer be used for travel. Please [click here](#) for more information.

CONSULAR REPORTS OF BIRTH ABROAD (CRBA)

Please [click here](#) to determine whether a child born abroad qualifies for U.S. citizenship.

If you determine that the child born abroad qualifies for U.S. citizenship, please follow the instructions below in order to complete the required forms, prepare the necessary documents and make an appointment at the U.S. Consulate General in Montreal.

All applicants will need to provide the following forms and documents:

- Completed [Form DS-2029](#) (50KB PDF). Please complete the form, but do NOT sign;
- Completed [Application for a Social Security Number \(Form SS-5-FS\)](#).
- Child's original civil birth certificate.
- Proof of parent's or parents' U.S. citizenship (i.e. U.S. passport, Certificate of Naturalization and Citizenship, Consular Report of Birth Abroad, etc.).
- Proof of identity of parents and child (i.e.: **passports regardless of nationality**).
- Parents' original civil marriage certificate.
- Termination of any previous marriages of either parent (i.e. divorce decree, death certificate, etc.) if applicable.
- Fee of US\$100.00 payable in cash (US or Canadian) or visa, master card.
- If only one parent is a U.S. citizen, evidence of his/her physical presence in the United States sufficient to transmit citizenship to the child (as indicated in http://canada.usembassy.gov/consular_services/birth-abroad.html).
- [Click here to make an appointment online](#) before you show up at the Consulate.
- All children must appear in person with the parent signing.

How you prove you were physically present will depend a lot on your situation. There is no one-size-fits-all answer. Some examples of acceptable evidence include **school transcripts**, **employment records** obtainable from Social Security Administration at www.ssa.gov, **military records**, **medical/dental records**, old passports, income tax returns, utility bills in the name of the parent. The more you can provide, the easier it will be for the consular officer to approve the CRBA. For more information, please visit http://www.travel.state.gov/travel/living/living_5497.html.

Please bring a return Canada Post Express Post envelope with you to your appointment so that we can mail your consular report of birth abroad to you when it is ready. Alternatively, you can pick it up two weeks later during our public hours.

Once you have gathered all the forms and documents, please [click here to make an appointment online](#) before you show up at the Consulate.

U.S. PASSPORTS (FIRST-TIME / RENEWAL)

You may now fill out your passport application form using the convenient [Passport Application Wizard](#). Be prepared to print the completed form, which includes a barcode that holds all of your information, as this allows for speedier, more accurate, and more efficient processing of your application. The same Wizard can be used to apply for the new wallet-sized passport card, which can be used in crossing land borders only. More information on the passport card can be [found here](#).

Once you have completed your passport applications via the [Passport Application Wizard](#), please [click here to make an appointment online](#) before you show up at the Consulate.

The U.S. Consulate in Montreal issues passports only to U.S. citizens resident in the Montreal consular district, or in emergency situations for persons visiting from the U.S. Passports are printed in the U.S. and take 2 weeks for delivery following the date of application. In emergency situations where a U.S. citizen must soon travel, we can issue an emergency passport on the same day, valid for 3 months. Please note that an "emergency" is defined as an unanticipated travel need or a lost/stolen passport shortly before the planned travel date. Passports cannot be issued outside of regular business hours.

Please bring a [Canada Post Express Post envelope](#) with you to your appointment so that we can mail your passport to you when it is ready. Alternatively, you can pick it up two weeks later during our public hours.

Please [click here for additional information](#) about the [Passport Application Wizard](#), forms and other information related to applying for U.S. passports.

NOTARIAL AND AUTHENTICATION SERVICES

Consular officials at any U.S. Embassy or Consulate abroad can provide a service similar to the functions of a notary public in the United States. It is also possible to have a document notarized by a local foreign notary and then have the document authenticated by a U.S. consular officer.

There is a US\$50.00 fee for each notarial service (seal) requested.

If you have documents that require witness signatures, we strongly recommend that you bring your own witnesses.

Please [click here to make an appointment online](#) before you show up at the Consulate.

Please [click here for additional information](#) about notarial and authentication services at the U.S. Embassy and Consulates in Canada.

CITIZENSHIP CLAIMS

If you are an adult and you wish to claim U.S. Citizenship, please [click here for a checklist of forms and documents](#) required at time of your [appointment at the U.S. Consulate General in Montreal](#).

Please bring a return **Canada Post Express Post envelope with you to your appointment** so that we can mail your U.S. passport to you when it is ready. Alternatively, you can pick it up two weeks later during our public hours.

Once you have gathered all the forms and documents, please click [here to make an appointment online](#) before you show up at the Consulate.

ADD VISA PAGES TO VALID U.S. PASSPORT

If you have a valid U.S. passport and want to add visa pages to it, you will need to provide the following forms and documents:

- Completed [Application for Additional Visa Pages Form DS-4085](#);
- Your valid U.S. passport;
- Non-refundable fee of \$82.

Once you have gathered all the forms and documents, please click [here to make an appointment online](#) before you show up at the Consulate. Adding visa pages to your valid U.S. passport is usually a same-day service.

For additional information on adding pages to a valid U.S. passport, please [click here](#).

INTERNAL REVENUE SERVICE (IRS)

Non-American citizens who are required to complete an IRS tax form may obtain a [W-7 application](#) to receive an [Individual Tax Identification Number \(ITIN\)](#). It is not necessary to come to the U.S. Consulate General in Montreal, as this office does NOT issue the ITIN.

In order to apply for an ITIN, the applicant needs to certify a copy of their identification (valid passport). The applicant will attach that certified copy to the completed W-7 form, which he/she must then submit to the IRS directly. There is a US\$50 fee for this service, which we do offer (please refer to the Notarial and Authentication Services section).

There are public accounting firms overseas in certain countries, which are acceptance agents for ITIN numbers. You will find a list of designated agents and the names and addresses at the [IRS Acceptance Agent Program](#) home page.

For information for taxpayers residing in Canada, please [click here to visit the Embassy website](#), or go directly to the [Internal Revenue Service website](#) or call 1-267-941-1000.

If you need help in filing, please try [TURBO tax](#) or [TaxAct](#).

ELECTIONS AND VOTING ASSISTANCE

Under U.S. law, qualified American citizens residing abroad may register and vote by absentee ballot in their state of last residence. The designated Voting Officer at any consular section can provide information on the registration and voting process and will help you in complying with your home state's laws. U.S. citizens cannot vote at the U.S. Embassy and Consulates General. The electoral process is administered by each individual state and you vote by mailing an absentee ballot to your home state.

If you are in Canada and would like more information, please [click here](#) or call 1-800-438-VOTE (1-800-438-8683).

Please [click here for additional information about the Federal Voting Assistance Program](#).

REPORTING A DEATH ABROAD

Please [click here for details about reporting a death of a U.S. Citizen abroad](#)

No appointment is required for this service. We are open to the public from 8:30 AM to 12:00 noon, Monday to Friday, and Wednesday afternoon from 2:00-3:30 PM.