

U.S. Mission to the United Arab Emirates

U.S. Embassy Abu Dhabi – U.S. Consulate General Dubai

Message # 3/2012: Consular Services and Town Hall Meeting in Al Ain - March 7, 2012

To U.S. Citizens in Abu Dhabi and Al Ain District:

Please read this message carefully as it contains new information regarding accepted payment method for passport and notary services.

Consular Services in Al Ain

The consular section of the U.S. Embassy is pleased to announce a visit to Al Ain on Wednesday, March 7, 2012. The venue is the American Studies Corner (ASC) in the UAE University Zayed Central Library. Consular staff will provide routine American citizen services and be available for consultation between **10:30 a.m. and 12:30 p.m.** Services will include:

Acceptance of passport applications

- Complete instructions on passport applications, including forms, can be found online at <http://abudhabi.usembassy.gov/passports.html>.
- Application forms are also available at the American Studies Corner (ASC). (Write your Al Ain P.O. Box for "Mailing Address" and your U.S. address, if applicable, for "Permanent Address.")
- You may elect to have your passport sent to you by Emirates Post courier (EmPost) instead of collecting it at the Embassy. An EmPost representative will be present, you will need to coordinate directly with the representative (EmPost delivery charge is 20 AED payable to the EmPost Representative). The new passport will be ready after about 15 days.
- Please make sure you bring all copies of documents as stated on our website. We do not have the ability to make copies.
- Bring 1 photograph that meets the requirements listed on the form (2" x 2"). We do not have the ability to take photographs.
- All applicants must appear in person for their passport applications.
- Applicants over the age of 16, required to use the DS-11 form, need to pay AED 502.00* or \$135 US Dollars. Applicants renewing their passport and permitted to use DS-82 form, will be charged AED 409.00* or \$110 US Dollars. All applications for minors under the age of 16 (using form DS-11) cost AED 391.00* or \$105 US Dollars.

Addition of extra pages into passports

- Please review the instruction on our webpage at http://abudhabi.usembassy.gov/additional_passport_pages.html. And complete all forms.

- Your passport will be ready in about a week. You may arrange for it to be sent to you by Emirates Post courier (EmPost) or collected at the Embassy when ready.

- Additional passport pages cost AED 316.00* or \$82 US Dollars.

Notarial services

- Execution of affidavits, powers-of-attorney, etc. Please review our website at http://abudhabi.usembassy.gov/notary_authentication_services.html

- Bring an unexpired original, government issued, photo I.D.

- The fee for each notary seal is: 186.00 AED or \$50 US Dollars.

Authentication of documents :

The Embassy cannot authenticate U.S. issued civil documents.

The process of authenticating U.S. documents is done completely in the U.S. Details and contact information for this service are available at:

http://abudhabi.usembassy.gov/notary_services.html

Voting information and assistance

We will be providing voting information and assistance for US Citizens. For more information please visit our website at <http://abudhabi.usembassy.gov/voting.html>.

Accepted payment method

All payments must be made by demand drafts payable to the **United States Disbursing Officer**. You may obtain demand drafts from National Bank of Abu Dhabi. Please visit <http://www.nbad.com/contactus/alainbrch.php> for branches in your area. We are unable to accept cash or personal checks. Please insure that you obtain a demand draft for the exact amount of the service you are requesting. The Embassy is not able to refund any payments or make change. Refund options should be discussed with the National Bank of Abu Dhabi.

Town Hall meeting

The consular section will be holding a town hall meeting between 1:30 and 2:30 pm at the Seminar Room. We will discuss voting in the upcoming elections, recent changes to our services for US Citizens and answer any questions you may have.

In Case of Emergency

In the event of an emergency, such as the death or arrest of a U.S. citizen, the Embassy and U.S. Consulate General in Dubai stand ready to assist 24 hours a day. For after-hours emergencies in Abu Dhabi, contact the Embassy's Duty Officer at (971) (2) 414-2200.

The U.S. Consulate General in Dubai is located at the corner of Sheikh Khalifa Bin Zayed and Al Seef Streets on the Dubai Creek in Bur Dubai. The telephone number at the Consulate General is (971) (4) 309-4000. The web site for the U.S. Consulate General in Dubai is <http://dubai.usconsulate.gov/>.

For after-hours emergencies involving U.S. citizens in Dubai, contact the Consulate General's Duty Officer at (971)(4) 309-4000.

The U.S. Embassy in Abu Dhabi is located at Embassies District, Plot 38, Sector W59-02, Street No. 4, P.O. Box 4009. The telephone number is (971) (2) 414-2200. Information regarding services to U.S. citizens can be obtained at the Embassy's web site at <http://abudhabi.usembassy.gov>.