

Dear American citizens,

A Consular Officer from the Consular section, U.S. Embassy Jakarta, will visit the U.S. Presence Post Medan, Uni Plaza 4th floor, West Tower, Jl. Let. Jend. M.T. Haryono A-1, Medan, North Sumatra, on January 24, 2014 between 09.00-12.00 and 13.00-16.00.

Please email to jakartaacs@state.gov by close of business January 22, 2014 for appointment.

We will be glad to provide the following on-site services:

NOTARIAL SERVICES

The American Citizens Services Section of the Embassy provides various Notary services. Please bring the following to the American Service Unit at the Embassy when you request notary services:

- a. The document to be notarized, including attachments, if any. All blank spaces (other than for signatures) must be adequately filled in before the document(s) are brought in to be notarized. Documents with blanks or missing materials referenced in the text cannot be notarized.
- b. Your passport and one other valid photo identification;
- c. Witness, if required. Please note that if a witness is required, you will need to bring someone with proper identification. Consular staff **cannot** serve as witnesses.
- d. U.S. \$ 50 in Indonesian Rupiah equivalent (Our current rate for 1 U.S. dollar is Rp. 12.000 (subject to change)) for the first seal, and USD 50 in Indonesian Rupiah equivalent (Our current rate for 1 U.S. dollar is Rp. 12.000 (subject to change)) for each additional seal provided at the same time in connection with the same transaction.

NEW PASSPORTS (FIRST TIME APPLICANTS)—Adults (16 and older):

Fee: U.S. \$135.00 (in Indonesian Rupiah to equivalent -Our current rate for 1 U.S. dollar is Rp. 12.000 (subject to change))

If this is your first passport, or any of the following conditions apply to you, you **MUST** appear to meet the Consular Officer and apply for a new passport:

- a. You are applying for a U.S. passport for the first time;
- b. Your previous U.S. passport was lost stolen, or damaged;
- c. Your previous U.S. passport has expired and was issued more than 15 years ago; and
- d. Your previous passport has expired and it was issued when you were under 16.
- e. You may download the passport application form (DS-11) at the following site:
<http://www.state.gov/documents/organization/212239.pdf>

Bring your current US passport and a copy of it, your birth certificate, a current photo 5x5 cm white background (http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html), and the fee.

NEW PASSPORTS (FIRST TIME APPLICANTS) -- Minors (under Age 16)

Fee: U.S. \$105.00 (in Indonesian Rupiah to equivalent -Our current rate for 1 U.S. dollar is Rp. 12.000 (subject to change))

- a. Each minor child must appear in person;
- b. All applications for children under 16 require both parents' or legal guardians' consent, and both parents must appear with the child at the time the application is filed.

- c. When only one parent is present, we require a written, notarized statement of consent from the other parent/the absent parent. The absent parent must provide us her/his notarized DS 3053 form, and signed it before foreign notaries in most countries or a U.S. Embassy/Consulate abroad.
 - DS-3053 "Statement of Consent," only if you are a non-applying parent or guardian consenting to the issuance of a passport for your minor child <http://www.state.gov/documents/organization/212243.pdf>
 - DS-5525 "Statement of Exigent/Special Family Circumstances," only if you are an applying parent or guardian and the written consent of the non-applying parent or guardian or sole custody cannot be obtained in a timely manner. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence (e.g., custody order, incarceration order, restraining order) to document your claim of exigent or special circumstances:
<http://www.state.gov/documents/organization/217450.pdf>
- d. You must also bring an original US birth certificate or a certified US birth certificate issued by the city, county or State, or a Consular Report of Birth Abroad, and a good copy of it
- e. You may download the passport application form (DS-11) at the following site:
<http://www.state.gov/documents/organization/212239.pdf>
- f. a current photo 5x5 cm white background (http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html), and the fee

PASSPORT RENEWALS – ADULTS (Renewal of 10 Year Validity Passport)

Fee: U.S. \$110 (in Indonesian Rupiah to equivalent -Our current rate for 1 U.S. dollar is Rp. 12.000 (subject change))

You can renew your passport by submitting your application in person or by a representative to the Consular Officer if:

- a. your most recent passport is available to submit and it is not damaged;
- b. You received the passport within the past 15 years;
- c. You were over age 16 when it was issued; you still have the same name, or can legally document your name change.
- d. If your passport has been altered or damaged, you must apply in person at the Embassy.

Then download passport renewal application form DS-82 from the following site:

<http://www.state.gov/documents/organization/212241.pdf?Submit2=Complete+by+Hand>, and come with your current photo with 5x5cm in size or see the size requirement:

http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html, your copy of your biographic page of US passport, and the fee.

EXTRA VISA PAGES FOR U.S. PASSPORTS

Fee: U.S. \$82 (in Indonesian Rupiah to equivalent -Our current rate for 1 U.S. dollar is Rp. 12.000 (subject change))

Original visa page in your US passport has numbers written on top of each visa page. 1 extra pages book contain visa pages from A-X. If you have 3 (three) extra pages books (3x A-Z book) added to your U.S. passport, you are no longer qualify for additional pages. You will need to renew your U.S. passport.

For an adult application:

- a. Complete DS Form 4085.

- b. **Email completed DS Form 4085 and the face page and amendment page (if any Department of State amendments have been made; e.g. extension of validity date of passport, name change, etc.) of your U.S. Passport to jakartaacs@state.gov by COB January 21, 2013.**
- c. On the day of the Consular visit, please bring your passport and the ORIGINAL copy of the signed DS Form 4085 and the fee.

Extra pages for children under 16:

- a. One of the parents must fill out and sign Form DS 4085.
- b. **Email completed DS Form 4085, copy of the birth certificate of the child and biographic/front page of the passport, as well as the parent's valid photo ID (passport/drivers license) to jakartaacs@state.gov by COB January 21,2013**
- c. On the day of the Consular visit, one parent who signed the DS 4085 form, must appear before the Consular Officer, with the child's US passport and the fee
- d. Form is available :http://travel.state.gov/passport/ds_forms/ds4085.pdf

CONSULAR REPORT OF BIRTH ABROAD (CRBA)

Fee: U.S. \$100.00 (in Indonesian Rupiah to equivalent -Our current rate for 1 U.S. dollar is Rp. 12.000 (subject change))

The birth of a child abroad to U.S. citizen parent(s)in Indonesia should be reported as soon as possible and to the nearest American Consular office for the purpose of establishing an official record of the child's claim to U.S. citizenship at birth.

Documents Needed for CRBA:

- a. Completed DS-2029 available: http://travel.state.gov/travel/living/living_5497.html
- b. Official record of the child's foreign birth – an original of the child's Indonesian Civil Registry birth certificate and hospital birth certificate;
- c. Evidence of the parent(s) U.S. citizenship (e.g., a certified birth certificate, current U.S. passport, or Certificate of Naturalization or Citizenship, etc. Consult with a Consular Officer if you have further questions;
- d. Evidence of the parents' marriage, if applicable;
- e. Affidavits of parent(s)' residence and physical presence in the United States. The American citizen parent should bring as much evidence as possible of his/her presence in the US. Drivers license and passport are not sufficient.

Here is the information on the **Acquisition of U.S. Citizenship by a Child Born Abroad** for your reference:

http://travel.state.gov/law/citizenship/citizenship_5199.html

C H E C K L I S T Consular Report of Birth Abroad (CRBA)

- _____ Complete Application for Consular Report of Birth Abroad Form DS2029:
http://travel.state.gov/travel/living/living_5497.html
- _____ Child's ORIGINAL Civil Registry (Catatan Sipil) Birth Certificate (AKTE KELAHIRAN) and Hospital Birth Certificate or Certificate from Midwife. Pre-natal records may be requested at the discretion of the interviewing officer.

- _____ Proof of parent's or parents' U.S. citizenship (i.e. U.S. passport, certified copy of U.S. birth certificate, Certificate of Naturalization or Citizenship, Consular Report of Birth Abroad, etc.)
- _____ Proof of parents' identity: valid photo ID (passport, drivers license)
- _____ Certified copy of the parents' marriage certificate (if married in the United States) or original copy of the parents' foreign marriage certificate
- _____ Documentary evidence of termination of any previous marriage of either parent (i.e. divorce decree, death certificate, etc.), if applicable.
- _____ Evidence of parent's physical presence in the U.S. -- (e.g. tax returns; academic transcripts; military, work or medical records, etc.). Acceptance of this evidence will be at the discretion of the interviewing officer, and depending on the circumstances, may ask for additional material.
- _____ If your child is born out-of-wedlock, the U.S. citizen father must provide proof of access to the mother of the probable time of conception. The Immigration and nationality Act (INA) requires that both a blood and a legal relationship exist between the child and the U.S. citizen parent.
- _____ Fees: \$100.00 for the Report of Birth. Payable in Indonesian Rupiah only (exchange rate 1 U.S. dollar is Rp. 12.000 (subject to change))
- _____ Complete application for a Social Security Number – if you wish to apply for an SSN for your child <http://ssa.gov/online/ss-5fs.pdf> No fee required for this. However, you need to submit a good copy of one of the parent's valid photo ID – the parent who signed the child's SS-5fs form.
- _____ If you wish to apply for the child's U.S. passport, submit one photograph : http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html , fill out DS 11 form : <http://www.state.gov/documents/organization/212239.pdf> and bring the additional fee of \$105 in Indonesian Rupiah (exchange rate 1 U.S. dollar is Rp. 12.000 (subject to change))

REGISTRATION WITH THE EMBASSY

Fee: No fee for this service

If you have not already registered your presence in Indonesia with the Embassy, please feel free to request a Registration Form from our staff during your next visit, or you may go online at the following U.S. Department of State website to register: <https://travelregistration.state.gov/ibrs/>

VOTING ASSISTANCE

Fee: No fee for this service

The Consular Officer will provide interested American citizens with Federal Post Card Application (FPCA) forms, which are accepted by all states and territories as an application for both registration and for an absentee ballot. The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) allows certain groups of American citizens to register and vote absentee in elections for Federal offices. Overseas voter assistance is provided by the Federal Voting Assistance Program (FVAP), on the web at www.fvap.gov. This web site also includes the Voting Assistance Guide, which provides specific information for voters based on their address in the United States.

Please Note

- For services requiring the payment of fees, exact payment must be made in Indonesian Rupiah cash for each service. We are unable to provide change. We cannot accept checks, money orders or credit card.
- ***For services which must be completed at the U.S. Embassy in Jakarta (e.g. the production of passports and Consular Reports of Birth Abroad), the completed document/passport must be picked up at the U.S. Embassy in Jakarta by the applicant or a representative who has been authorized to do so.***
- Applications for Additional Visa Pages (DS 4085) MUST be emailed to jakartaacs@state.gov by COB January 21, 2013. This scan email must include a copy of the bio/face page and also the amendment page if any Department of State amendments have been made (e.g. extension of validity date of passport, name change, etc. of the applicant's U.S. Passport), and the DS 4085 filled out and signed form.
- Photograph Requirements: http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
- For this trip, the Consular Officer will not be bringing IRS tax forms. Tax forms may be found at the following websites: www.irs.gov, and <http://www.irs.gov/individuals/article/0,,id=118506,00.html>

Please send your email to jakartaacs@state.gov for appointment and any further questions.

Thank you and see you on January 24, 2014!