

American Citizen Services, Consular Section,
Embassy of the United States of America,
Maharajgunj, Kathmandu, Nepal

This newsletter is published by the American Citizen Services Unit, U.S. Embassy, Kathmandu, Nepal.

Tel: 977-1-400-7200, 400-7201;
Fax: 977-1-400-7281
(Tel: 977-1-400-7266, 400-7269-
after hours American Citizen
Emergencies only)

Email: consktm@state.gov
Local website:
<http://nepal.usembassy.gov>
U.S. Department of State's
Consular travel website:
www.travel.state.gov

American Citizen Service
Hours:
1:30 to 4:00 pm, Monday
through Friday, excluding
holidays.

**Non-emergency
appointments must be
scheduled online at:**
<http://go.usa.gov/Yjc>

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Spring Greetings From the U.S. Embassy in Kathmandu



Town Hall Meeting Held on March 24th

Thank you to all the attendees of the Town Hall meeting that was recently hosted by the Ambassador at his residence. It was well attended and I think everyone learned at least one new thing about earthquakes and preparedness. CalTech Seismologist John Galetzka provided an informative presentation on why Nepal is prone to earthquakes and why it could be catastrophic.

In step with earthquakes and preparedness, the U.S. Embassy in Kathmandu, is on the forefront of implementing disaster risk reduction within Nepal to prepare for a catastrophic earthquake. In turn, we ask that long-term American Citizens in Nepal educate themselves and prepare themselves in the event of an earthquake.

- Do you have a “Go-Bag”?
- Is every member of your family enrolled with the U.S. Embassy?
- Does the Embassy have your most current information (address, Privacy Act Waiver, emergency contact information, mobile number, Wikimapia GPS coordinates for your house)?
- Do you have an emergency plan and have you practiced it with all your family members and household staff?
- Do you have an Emergency Kit with enough supplies to last you at least 2 weeks or longer?
- Do you know what to do during and after an earthquake?
- Have you read the Emergency Preparedness Guide?

If you answered “no” to any of these questions, then now is the time to prepare. Most of the information can be found in the Emergency Preparedness Guide found on-line at:

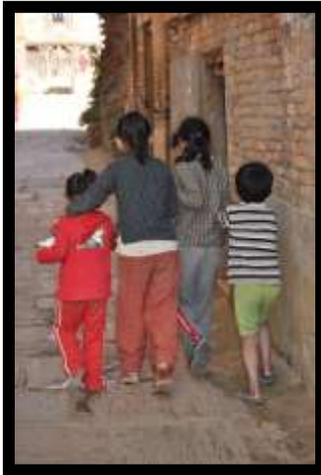
<http://nepal.usembassy.gov/service/emergency-services.html>.

Make a copy to keep with your Emergency Kit.

If you have any questions about your enrollment please address them to: wardenktm@state.gov. You may also follow us on Facebook at: <https://www.facebook.com/#!/pages/US-Embassy-Nepal-American-Citizen-Services/203515429664027>

SMS/Text Messaging Test- April 28, 2011

We will be sending out a Test SMS/Text Message on Thursday April 28, 2011. If you do not receive the message by Friday April 29, 2011 please send an email to: WardenKTM@state.gov with your name and Nepal mobile number.



Upcoming Holidays and other closures

The U.S. Mission in Kathmandu will be closed to observe the following holidays:

May 17, 2011	Buddha Jayanti	Tuesday
May 30, 2011	Memorial Day	Monday
July 4, 2011	Independence Day	Monday

***Please note that the days just before and just after a holiday are often the busiest days in the consular section.**

Applying for a Passport? Don't Forget Your Social Security Number!

Section 6039E of the Internal Revenue Code (26 U.S.C. S 6039E) requires passport applicants to provide their Social Security number - if they have one - when they apply for a U.S. passport or renewal of a U.S. passport. Failure to provide the information could result in a \$500 penalty, enforceable by the IRS.

U.S. Embassies and Consulates overseas have begun enforcing the IRS requirement to provide a Social Security Number on passport applications and renewals. Failing to provide this information could lead to delays in obtaining or renewing your passport.

If you do not have a Social Security number, or have forgotten your number, we can help you to apply for a replacement card.

For more information about what is required to get a Social Security number or replacement card, visit the Social Security Administration website at www.ssa.gov, or email them directly at fbu.manilla@ssa.gov. Or, you can contact the U.S Embassy in Kathmandu at Consktm@state.gov.

Don't Forget: You Need to Schedule American Citizen Services (ACS) Appointments Online

The Kathmandu American Citizen Services Unit now has a mandatory online appointment system for all non-emergency services. We hope this tool will assist you in budgeting your time and reduce the wait time during the high demand periods.

Appointments can be made for:

- ❑ **Obtaining a U.S. passport for minors and adults**
- ❑ **Applying for a Consular Report of Birth Abroad (CRBA), a first U.S. passport for a minor and a Social Security number.**

❑ **Obtaining notarial services including: Power of Attorney and Eligibility to Marry Affidavit.**

❑ **Adding extra pages to a U.S. passport**

Visitors may receive more than one service during the same visit to the American Citizens Services (ACS) unit. Please make an appointment for one service and we will help you with any additional services at that time.

Please arrive at least 10 minutes before your appointment time, to allow time to go through security at the embassy.

The appointment link can be found here:
<http://go.usa.gov/Yjc>



Leaving Nepal? Please Update your Enrollment!!!

If you are departing Nepal after a long stay and you registered with the Embassy, please be sure to "cancel" your enrollment.

You may send an email to wardenktm@state.gov or visit travelregistration.state.gov if you initiated your enrollment through this site.

We appreciate your help in keeping your record up-to-date and accurate and we wish you a safe journey, wherever you may be heading next.

Emergency Preparedness Manual is now on-line

If you do not have a copy of the most recent Emergency Preparedness Manual from the U.S. Embassy, you can now view it on-line at: <http://nepal.usembassy.gov/service/emergency-services.html>. Please take the time to read this important information and make a copy to keep with your Emergency Kit and "Go-Bag".

The Consular Section is developing a Skills Bank and we are looking for people who can assist when a natural disaster strikes:

- Do you have knowledge about or skills in:
- | | | |
|-----------------------|--|------------------------|
| search and rescue | firefighting/fire prevention | structural engineering |
| certified electrician | chemical/biological first responder training | |
| disaster assessment | medical training | |

If you have any of these skills or training, are a long-term resident, and feel that you would be willing to help out during a disaster, please email us at: wardenktm@state.gov

**Consular Section
Schedule of Fees:**

(Payable in U.S. Dollars or Nepali rupees, and now by Credit Card – we accept Visa, MasterCard, American Express, Novus/Discover, Diners, and Visa/Master Card debit cards)

Passport Renewal: Adult
(age 16 and over) \$110

Passport Renewal: Minor
(under age 16) \$105

First time/Emergency Adult passport
(age 16 and over) \$135

First time/ Emergency Minor passport (under age 16) \$105

Extra Pages \$82

Consular Report of Birth Abroad \$100

Notary service:

-All documents-
per notarization \$50

Affidavit of Eligibility to Marry \$50

Affidavit (general) \$50

Power of Attorney \$50

American Citizen Services- U.S. Embassy Kathmandu is now on Facebook!!!

Become our friend on Facebook to receive updates on what is going on in American Citizen Services and to receive timely updates about schedules and procedures. Ask a question. Learn more about what the Consular Section is doing for you.

<https://www.facebook.com/#!/pages/US-Embassy-Nepal-American-Citizen-Services/203515429664027>

WHAT YOU SHOULD KNOW IF YOU ARE A VICTIM OF CRIME ABROAD

Consular officers are committed to assisting American citizens who become victims of crime while abroad. Crime victims may suffer financial loss and serious physical or emotional injury. The emotional impact of the crime may be intensified because you are in unfamiliar surroundings. You may not be near sources of comfort and support, fluent in the local language or knowledgeable about local laws and customs.

Consular officers and local employees at overseas embassies are familiar with local government agencies and resources in the country where they work and can help you to:

- replace a stolen passport;
- contact family, friends, or employers;
- obtain appropriate medical care;
- address other emergency needs that arise as a result of the crime;
- provide information about the local criminal justice process and about the case itself;
- obtain information about local resources to assist victims, including foreign crime victim compensation programs;
- obtain information about U.S. crime victim assistance and compensation programs, and
- obtain a list of local attorneys who speak English.

Consular officers cannot, however, investigate crimes, provide legal advice or represent you in court, serve as official interpreters or translators, or pay legal, medical, or other fees for you.

If you are the victim of a crime abroad, contact the nearest U.S. Embassy or consulate for assistance. Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at all embassies and consulates overseas. In Nepal, contact a consular officer at one of the numbers provided below. Also contact the local police to report the incident and obtain immediate help with safety concerns. Request a copy of the police report.

Tel: 977-1-400-7200, 400-7201 (during working hours)
Tel: 977-1-400-7266, 400-7269 (after hours American Citizen Emergencies only)



Wanted: Wardens for Zones 5, 7, 8, 9, 12, & 16 & Co-Wardens for all Zones

Are you an American citizen over 21 years of age living in Nepal in Zones 5 (Dillibazar), 7 (Thapathali), 8 (Baneswor), 9 (Kirtipur), 12 (Pulchowk/Patan) or 16 (Thasikhel/Kusunti/Lagankhel)?

If you have forgotten your zone and are interested in being a warden please contact us.

- Do you have an email account and telephone?**
- Are you willing to help your fellow citizens?**

If you can fill these roles, please consider becoming a warden with the U.S. Embassy.

As part of our effort to serve American citizens living or traveling abroad, the U.S. Embassy has a warden system to assist American citizens, especially in times of emergencies. Wardens are volunteers who serve the particular geographic zone where they live. Usually, we are able to communicate with most of the registered Americans citizens in Nepal via email or cell phone. However, if a natural disaster, personal crisis, or other emergency strikes, we look to our wardens for help.

What is a warden's responsibility?

- Assist the U.S Embassy in communicating important information
- Notify the U.S. Embassy of American citizens who need assistance
- Forward messages, as appropriate, from family members who have lost contact with an American citizen living in Nepal
- Check on the welfare of American citizens in your area during a natural disaster or other times of crisis

If you think you would like to volunteer for this important job, or if you would like more information about this program, please contact the U.S. Embassy at: wardenktm@state.gov .

Department of State Passport Application Wizard

When applying for a passport at the U.S. Embassy in Kathmandu, the American Citizen Services Unit highly recommends that all applicants visit the online Passport Application Wizard: <https://pptform.state.gov/>

The Wizard will help you determine which form you need (Form DS-11, DS-82, DS-5504 or DS-4085), then help you to complete the form online, calculate your payment, and generate the form for you to print and submit.

If your passport is ever lost or stolen, you can use the Wizard to print out a Statement Regarding a Lost or Stolen Passport (DS-64).

If you are applying for a minor's passport (under the age of 16) and one or both parents cannot sign the application in person at the Embassy, you can use the Wizard to print out a Statement of Consent (DS-3053).



Help Us to Find and Help You by providing the U.S. Embassy with your Wikimapia Coordinates

Are you a long-term resident of Nepal (living in Nepal for more than 6 months)? If you have not done so previously, we are asking that all long-term residents provide the U.S. Embassy with the Wikimapia coordinates to their residence. The U.S. Embassy is committed to earthquake preparedness. A useful tool for this is the online mapping tool Wikimapia, which helps to map your house via satellite photos. In the event of a major natural disaster, like an earthquake, roads might become impassible, and even unrecognizable. By providing the Wikimapia coordinates to your house, we will be better able to coordinate emergency assistance to U.S. citizens in the event of an emergency.

Long-term (over 6 months) residents can use this site to identify the location of their home in Nepal. By sliding the underlying map until the white marker (+) in the middle of the screen is right on top of your home; you will get a GPS reading in the URL at the top of <http://wikimapia.org> page. By copying the URL, pasting and sending it to us via email at wardenktm@state.gov, we can place it in a spreadsheet and find your house with one click. This system produces minimal errors. We think Wikimapia has terrific potential as an extremely accurate and efficient way to map residents so we can find you in the event of an emergency. Wikimapia has a function to actually mark your house onto the map for everyone to see. If you use the site you will see many people have done this. We are not asking nor do we want American citizens to do this, just use the tools to find your house and copy/paste/email the URL link, without marking anything permanently. For those residents who do not have access to a computer and/or high speed internet, we have set up the computer in our consular section lobby for residents to come in and find their coordinates and email them to us.

To assist you in becoming familiar with Wikimapia, please follow the link to the U.S. Embassy in Kathmandu: <http://wikimapia.org/#lat=27.7381623&lon=85.3365612&z=16&l=0&m=a&v=2>. Note that the embassy is marked on the map with a description. Please do not do this to your private residence. Now you can use the mouse to drag across the page to your neighborhood and house, or use the bar at the left hand side to zoom out (-) or zoom in (+) one click at a time until you can orient yourself and find your neighborhood. Simply find your home, with the middle of the screen marker (+) right on top of your house, and copy the URL link at the top of your screen. Then paste it in an email to us following the format below. The link you send should begin with <http://>

If you require further assistance please call or stop by the consular section during American citizen service hours, Monday-Friday from 1:30pm-4pm. ****Please follow the following format when sending your coordinates to wardenktm@state.gov **** Use "GPS" in the subject line. At the top of the body of the email, state your zone number and warden's name(s). If you have moved, are not sure what zone you are in, or your warden's name, please give us a general location such as Sanepa or Baluwatar. Include your last name, first name. Copy and paste Wikimapia coordinates from the URL link at the top of the screen when your house is in the middle of the screen, on the + marker. Before you hit send, you can test by clicking on the link you have pasted in the email to wardenktm@state.gov to see if you are routed to your home. You should be able to click on the pasted URL link and end up at your house.

Please be assured that as with all personal information, access to registrant data is limited and controlled. Unless you mark your home yourself, no information about you will appear on Wikimapia for others to see. For additional instructions or explanation, please contact wardenktm@state.gov

MISSING AMERICAN: **AUBREY CAROLINE SACCO**

April 22, 2011 marks the one year anniversary of the disappearance of Aubrey Sacco, a 23 year old American woman who was hiking the Langtang Trail headed toward Langtang and Kyanjin Gumpa where she went missing in 2010. Despite thorough searches of the area, no information or evidence has been found to indicate what has happened to her.

The Sacco family and the U.S. Embassy continue to search for information about Aubrey. She was last seen on April 22, 2010 leaving Lama Hotel.

Anyone who may have seen Aubrey or knows what happened to her is encouraged to contact the U.S. Embassy at (01) 400-7200 (normal business hours) or (01) 400-7266 (after normal business hours) or by email at ConsKTM@state.gov.



Aubrey's family has set up a Facebook page and webpage in regards to the search. The page can be found at the following address:

<https://www.facebook.com/#!/group.php?gid=122096637808141>

Her website may be found at:

www.aubreysacco.com