

## Consul to Umea on September 5th, 2014

Steven S. Giegerich will be in Umea on Friday September 5th, 2014 to take applications for reports of births, passports, social security numbers, and to notarize documents that will be used in the U.S. Please note that we will not be able to accept applications for immigrant visas.

### Appointments :

In order to obtain an appointment, you must **send** the required documents for the service you need (passport, report of birth, notarization, etc.) to the Embassy in Stockholm **in advance**.

**The appointments** will take place on September 5<sup>th</sup>, **time and place to be announced**.

If the documents have not **reached us by August 19<sup>th</sup>**, we will be unable to schedule an appointment for you.

### For passports:

Please see our website (<http://stockholm.usembassy.gov/consulate/acs2.html>) for instructions and application forms. Pay special attention to the additional requirements for children under 16 years of age.

When sending the application to the Embassy to request an appointment, make sure to include the following:

- Passport application **DS 11** – completed, but unsigned
- Photos – the Embassy will reject any photos that do not meet [Department of State requirements](http://stockholm.usembassy.gov/consulate/acs1_photos-content/) (see [http://stockholm.usembassy.gov/consulate/acs1\\_photos-content/](http://stockholm.usembassy.gov/consulate/acs1_photos-content/))
  - **Photocopy of the passport** that is to be renewed. (The original must be presented at the time of the appointment.)
  - **Photocopy of applicant's Swedish ID** if applicable, e.g. passport. (The original must be presented at the time of the appointment.)
- **Self-addressed return envelope** with postage to cover registered mail (65 SEK). Address it to a parent if applicant is a minor.

- **Photocopies of IDs** belonging to custodial parents of children under 16. (The originals must be presented at the time of the appointment.)
- **Personbevis** for children under 16, issued in the name of the child, stating names of legal guardians.
- A **cover sheet** with your name and address, your home and cell phone numbers, email address, and the time you would prefer an appointment.

#### **For notarials:**

Send in the documents you need to have notarized, including copies of IDs of those who are to sign the documents.

#### **For Reports of Birth:**

For instructions and application forms, please see

<http://stockholm.usembassy.gov/consulate/acs14.html>. Pay special attention to the **Checklist** where all items are described in detail. You must submit **all** items pertaining to your case from the checklist.

When sending the application to the Embassy to request an appointment, make sure to include the following:

- **Checklist** – signed and dated
- Application for a Consular Report of Birth Abroad **DS 2029** – completed but not signed
- Passport application **DS 11** – completed but not signed
- Social Security form **SS-5** – signed by U.S. citizen parent
- **2 Photos** – the Embassy will reject any photos that do not meet Department of State requirements.
- **2 photocopies of U.S. citizen parent's U.S. passport.** (The original must be presented at the time of the appointment.)
- **Personbevis** issued in the name of the child, stating Mother and Father, as well as names of legal guardians. Please click here for a sample of the correct version.

- A photocopy of the **marriage certificate**, if applicable. (The original must be presented at the time of the appointment.)
- Photocopy of **divorce decree(s)** if applicable. (The original(s) must be presented at the time of the appointment.)
- **Photocopies of IDs** belonging to custodial parents. (The originals must be presented at the time of the appointment.)
- **Photocopy of applicant's Swedish ID** if applicable, e.g. passport. (The original must be presented at the time of the appointment.)
- Self-addressed **return envelope** (to fit unfolded A4 documents) with postage to cover registered mail (98 SEK). No padded envelopes please! Address it to a parent.
- A **cover sheet** with your name and address, your home and cell phone numbers, email address, and time you would prefer an appointment. Please indicate a first and second choice.

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1. We will evaluate the documents, determine what, if anything, is missing, and determine the fees you will be required to pay. Please do not sign documents until your appointment with the Consul.

2. You will receive a letter stating the place, time and date of your appointment and informing you of the exact amount you will need to pay by bank check ("postväxel", available from any Swedish bank), made payable to the U.S. Embassy, Stockholm. You will bring the check (postväxel) to the appointment. Please note that cash, U.S. checks, credit cards or postanvisning will not be accepted.

3. No matter what service you have requested, you will need to present your most recent U.S. passport. If you are not a U.S. citizen, you will need to present an official identification document from your country of residence/citizenship.

4. Because of the limited time and appointments slots available, the Consul will only have appointments with those who have sent documents in advance to the Embassy. **If the documents have not reached us by August 19<sup>th</sup>, we will be unable to schedule an appointment for you.** Please note that appointments will be given on a first come, first served basis.

Mail documents to:

U.S. Embassy

**ACS – Umea visit**

Dag Hammarskjölds väg 31

115 89 Stockholm

**IMPORTANT NOTICE:** Please remember to include photocopies of all IDs and passports! This includes IDs (e.g. passport, driver's license) belonging to applicant, father, mother, and for all notarial purposes.

The Consul will keep all original documents if no photocopies are presented. This includes marriage certificates, divorce decrees, drivers' licenses, passports, ID cards etc.