The U.S. Consul will be in Gothenburg on April 15, 2016 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.) and payment to the Embassy in Stockholm **in advance.**

Note: 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 April 8, 2016 we will be unable to schedule an appointment for you. Appointments will be given on a first come, first served basis.

For passports:

Please see our website for passport 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**

• **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 (98 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.

• **Payment:** Payment should be made by a bank check (postväxel), available from any bank, payable to the U.S. Embassy. Personal checks and postal money orders ("postanvisning") are not accepted. **The fee for an adult passport and for minors age 16 and older will be $135.00 or SEK 1148.00, and the fee for children under the age of 16 is $105.00 or SEK 893.00.**

• A **cover sheet** with your name and address, your home and cell phone numbers, email address, and the date and time (morning or afternoon) you would prefer an appointment. Please indicate a first and second choice.

Please note that applicants eligible for mail-in passport renewal may not request an appointment in Gothenburg. Appointments are reserved for applicants who must apply in person.

For notarials:

Send in the documents you need to have notarized, including copies of IDs of those who are to sign the documents and a **cover sheet** with your name and address, your home and cell phone numbers, email address, and the date and time (morning or afternoon) you would prefer an appointment. Please indicate a first and second choice.

Payment should be made by a bank check (postväxel), available from any bank, payable to the U.S. Embassy. Personal checks and postal money orders ("postanvisning") are not accepted. **The fee per notary is $50 / SEK 425.**

Before you send in the documents please:

1. Read your document(s) through carefully and make sure you understand the document(s). If a document is not clear check with the office or organization requiring the notarized document or your legal advisor. Consular staff cannot explain your document(s) to you.

2. Mark every page where the notary needs to sign, with a marker sticker sticking out of the document. Also make clear which pages should be attached to each other, for instance with a paper clip.

3. Fill in the document(s) with the appropriate names, places and dates. However, **do not** sign your document – you will sign under oath, in front of a Consular Officer.

For Reports of Birth:

For instructions and application forms, please see **our website for Reporting the Birth of a Child in Sweden to a U.S. Citizen**. 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 in Gothenburg, 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.)

• For unwed U.S. Citizen fathers, you will also need to complete the **DS-5507 Affidavit of Physical Presence, Parentage and Support** – do not sign.

• **Proof of Physical presence**: The U.S. citizen parent(s) will be asked to document his/her/their physical presence in the U.S. The best examples of proof could be high school transcripts, college transcripts, military records, employment records. Please send in *photocopies* of all documents proving physical presence in the U.S. (The original documents must be presented at the time of the appointment.)

• **Payment:** Payment should be made by a bank check (postväxel), available from any bank, payable to the U.S. Embassy. Personal checks and postal money orders ("postanvisning") are not accepted. The fee for a Consular Report of Birth Abroad is $100/SEK 850, and the fee for a passport for children under the age of 16 is $105.00 or SEK 893.00. **The total fee for applying for a Consular Report of Birth Abroad and a U.S. passport for a child under age 16 is $205/SEK 1743.**

• 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 the date and time (morning or afternoon) you would prefer an appointment. Please indicate a first and second choice.

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1. We will Review 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.

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 by the deadlines listed below. **Please note that appointments will be given on a first come, first served basis.**

If you wish to schedule **an appointment in Gothenburg**, please mail the documents **by April 8, 2016 to:**

U.S. Embassy
ACS – Gothenburg 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.