

American Citizens Services will be in Gothenburg on January 28th, 2019 to take applications for reports of birth, 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 or nonimmigrant visas.

Scheduling an Appointment

In order to obtain an appointment, you must send the required documents for the service you require (passport, report of birth, notarization, or social security) and payment to the Embassy in Stockholm **in advance**.

If the documents have not reached us by January 18th, 2019 we will be unable to schedule an appointment for you. Appointments will be given on a first come, first served basis. 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.

Process

1. Review the information for your required service in the pages below.
2. If you wish to schedule **an appointment in Gothenburg**, please mail the required documents to:

U.S. Embassy
ACS – Gothenburg Visit
Dag Hammarskjölds väg 31
115 89 Stockholm
3. We will review the documentation and payment you have submitted and determine if any further documentation is required.
4. One week before the appointment, you will receive an email stating the place, date, and time of your appointment.

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, driving licenses, passports, ID cards, etc.

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.

Passport Appointment

Please see our website for passport instructions and application forms. Pay special attention to the additional requirements for children under 16 years of age, listed on our website.

When sending the application to the Embassy to request an appointment, be 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.)

- **Shipping Label**

1. Go to the following site: <https://portal.postnord.com/skickadirekt/#/>

- a. Choose REK postage and the weight of 50g-2kg (67 SEK)
- b. Use the following From/Från address:

**American Embassy ATTN: ACS
Dag Hammarskjölds väg 31
115 89 Stockholm**

- c. Be advised that the addressee must present a valid Swedish ID to retrieve registered mail from the designated local delivery location.

2. Print and include the shipping label with application.

- **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 \$145.00 or SEK 1378.00, and the fee for children under the age of 16 is \$115.00 or SEK 1093.00.**

- 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.

Report of Birth Appointment

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
- **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.
- 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.)
- **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 950, and the fee for a passport for children under the age of 16 is \$115.00 or SEK 1093. **The total fee for applying for a Consular Report of Birth Abroad and a U.S. passport for a child under age 16 is \$215/SEK 2043.**
- Shipping Label

1. Go to the following site: <https://portal.postnord.com/skickadirekt/#/>
 - a. Choose REK postage and the weight of 50g-2kg (67 SEK)
 - b. Use the following From/Från address:

**American Embassy ACS
Dag Hammarskjöld väg 31
115 89 Stockholm**

- c. Be advised that the addressee must present a valid Swedish ID to retrieveregistered mail from the designated local delivery location.

2. Print and include the shipping label with application.

- 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.

Notarial Appointment

Send in the document(s) you need to have notarized, copies of IDs of those who are to sign the document(s), 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 475.**

Before you send in the documents please:

1. Read your document(s) 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.

Social Security Appointment

For instructions and application forms, please see the [information on our website](#) for how to apply for your specific Social Security needs. Make sure to include the following:

- Completed and signed [SS-5 application](#). For children under the age of 18, either the child or parent can sign the application.
- Photocopies of all original documentation required for your specific Social Security application, including passports or photo IDs for the applicant and parent who signed the application (if applicable). **All original documentation must be brought with you to your appointment.**
- 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.