



**Embassy of the United States of America**  
100 Young & Duke Streets, Kingston,  
Georgetown, Guyana

## **AMERICAN CITIZENS SERVICES (ACS)**

### **GENERAL INFORMATION:**

Walk-in ACS services are no longer available for routine matters, such as U.S. passport issuance/renewal and additional passport pages, Consular Report of Birth Abroad, and Notarial services. **Passport applicants must schedule an appointment online at [https://evisaforms.state.gov/acs/make\\_default.asp](https://evisaforms.state.gov/acs/make_default.asp).**

The appointment system allows more efficient and speedier processing for providing routine services as individuals will have a set time to come to the Embassy and will no longer have to wait in line for assistance. **Please note that there is no fee to make an appointment, but there may be standard fees associated with certain services.**

When you go online to make an appointment, you will be able to view dates and times available for different types of ACS services. You will be able to choose from:

- Adding extra pages to a U.S. Passport.
- Other Passport services - new passport applications and passport renewals
- Consular Report of Birth Abroad (CRBA) services - registering the birth of U.S. citizens born in Guyana.
- Notarial and Other services - notarizing or authenticating documents.

### **Appointments for Multiple Services:**

Please note that multiple services of the same type for the same family (parents and children) constitute a single appointment. For example, if a mother, father, and two children want to renew all of their passports at the same time, the family will only require a single appointment.

If you need to book more than one appointment on the same day for another type of service, please add the number "2" after your first name so the system will recognize it as a separate appointment. (For example, if your first appointment is for "Eric", your second appointment should be "Eric 2".)

When scheduling your appointment, remember to print the "Appointment Details" page which you will need to carry with you for when you check in at the Embassy.

### **Canceling or Rescheduling Appointments:**

If you wish to cancel or reschedule your appointment, you will need to enter the Unique Identification (UID) number and password found on the "Appointment Details" page.

## Missed Appointments:

We often have a full schedule of appointments and usually a number of emergency cases. We regret we are therefore unable to accommodate late arrivals. If you miss your appointment (date or time) you will need to book a new appointment.

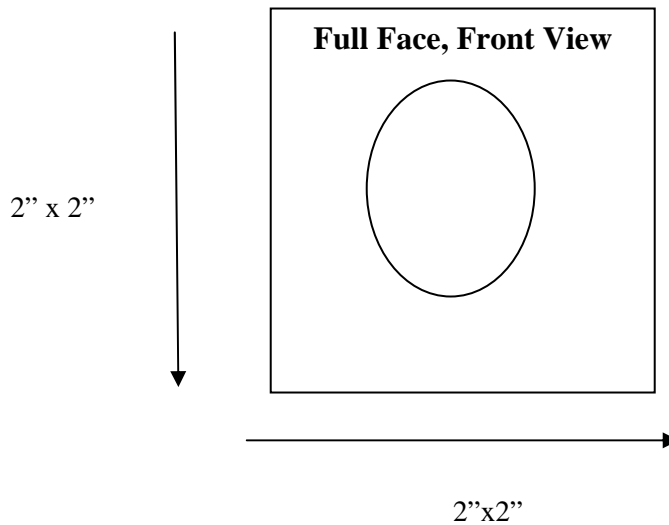
**Please note:** If you are collecting your completed passport or CRBA, registering as a U.S. citizen visiting or living in Guyana, picking up a Federal Benefits check or requesting information on other routine services, such as voting, you are not required to make an appointment and may come to the Embassy during public hours (M-Thurs. 12:30-2:30 and Fridays 7:30-10:30, excluding holidays) to complete your business.

Emergency services for U.S. citizens will remain available 24 hours a day. Please call the Embassy's main number 225-4900 between 7:30 a.m. and 4:00 p.m. on weekdays (for after hours life or death emergencies, please call the Embassy duty officer at 623-1992) if you are in need of emergency assistance. **For routine issues or questions relating to a visa matter, you can continue to e-mail the Consular Section at [visageorge@state.gov](mailto:visageorge@state.gov).**

- Passport applications are transmitted to the Charleston Passport Center in the U.S. for issuance. Completed passports are then expressed back to the Embassy. Turnaround time from when you apply, will normally take approximately ten business days.
- Application forms are available online at [www.travel.state.gov](http://www.travel.state.gov) or at the ACS window.
- Please fill out all forms in **BLACK INK**.
- Do not sign the passport application **until instructed** to do so by a Consular Officer.
- All children **under 16** years of age must appear in person and be accompanied by **both** parents. The child's previous U.S. passport, consular report of birth abroad, birth certificate (**original**) and Parents' photo identification (**original or a certified copy**) are required. Parents are encouraged to bring their own passports for ease of entry into the Embassy. In addition, the following is required:
  - ✓ Both parents must be present at the time of application to take a sworn oath and to sign the passport application. If only one parent is present in Guyana, an original (not a photocopy) notarized statement of consent authorizing passport issuance for the child must be presented from the second parent (an original notarized form DS-3053, Statement of Consent: or a notarized written statement with the same information on a sheet of paper) **or** evidence that the one parent has sole authority to apply (such as an original custody order, adoption decree, death certificate, etc.). A copy of the absent parent's photo identification, such as a passport or driver's license must also be presented with the original, notarized consent.
  - ✓ A third-party in *loco parentis* applying on behalf of a minor under 16 years of age must submit an original, notarized written statement, properly executed power of attorney, or affidavit from both parents and guardians authorizing a third-party to apply for a passport for the child. When the statement or affidavit is from only one parent/guardian, the third-party must present evidence of sole custody of the authorizing parent/guardian. Copies of the parents' photo identification, such as a passport or driver's license, must also be presented
- Fees may be paid in U.S. dollars or the equivalent in Guyanese dollars. Credit cards are accepted. The passport fee is non-refundable.
- The Consul may require other documentation in addition to suggested items listed below. In this case, the applicant has **90-days** to provide the additional documentation. After the 90-day period, unless more time is requested, the application will be denied and a new application would need to be submitted. For information on special circumstances check our website: <http://georgetown.usembassy.gov> or contact the Consular **Section** at 225-4900 ext 4222.

**FIRST TIME APPLICANTS MUST SUBMIT:**

1. Evidence of U.S. citizenship. The most common evidence of citizenship is an **original** U.S. birth certificate or a consular report of birth abroad (original or certified copy), original naturalization certificate or a certificate of citizenship.
2. Proof of identity. The most common are valid driver's license, previous passports, school identification card, school diploma, **residency card** or any other document with name and picture. If the applicant is a minor, family photographs of the child in the United States should be presented.
3. Completed passport application (Form-DS-11).
4. One passport photo, full face, front view, 2"x 2" on a white background taken within the past 6 months.



**Photographs can be taken at the following studios. Please be sure to tell the studio that the size of the photograph required must be 2"x2" and that is needed to apply for a U.S. passport**

- *Pressy Enterprise*  
94 Regent Street  
Lacytown  
Georgetown
- *Pressy Enterprise*  
118 Cowan & Parade Street  
Kingston  
Georgetown
- *Acme Photo Studio*  
123-124 Regent Street  
Lacytown  
Georgetown
- *Risan's Photography*  
51 Main Street  
Georgetown

**5. The applicable fees:**

- ✓ **Age 16 and older:** The passport application fee is \$55.00, security surcharge fee is \$20.00, and the execution fee is \$25.00. The total fee is \$100.00. For those eligible to renew and use the DS-82 application, the total fee will be \$75.00.
- ✓ **Under Age 16:** The passport application fee is \$40.00, security surcharge fee is \$20.00, and the execution fee \$25.00. The total fee is \$85.00.

**TO RENEW A PASSPORT THE FOLLOWING IS REQUIRED:**

1. Your most recently issued passport. If your current passport is unavailable or otherwise damaged please read the instructions for lost or stolen passport.
2. One passport photo, full face, front view, 2”x 2” on a white background taken within past 6 months.
3. DS-82, Application for Passport by Mail ( must have been at least age 16 when previous passport was issued and previous passport must not have been issued more than 15 years before date when applying) or DS-11, Application for Passport (for those not eligible to use the DS-82 form, including minors and first-time applicants).
4. Family photographs of the child should be submitted to establish the growth and age progression of the child. **These photos should range between the ages in which the child’s previous passport was issued up to the current age.**

**FOR A LOST, STOLEN OR DAMAGED PASSPORT THE FOLLOWING IS REQUIRED:**

1. Evidence of U.S. citizenship. The most common evidence of citizenship is an original U.S. birth certificate or a consular report of birth abroad (original or certified copy), previous U.S. passport, original naturalization certificate or certificate of citizenship.
2. Proof of identity. The most common are a valid U.S. driver’s license, previous passports, school identification card, school diploma, residency card or any other document with name and picture. If the applicant is a minor, family photographs of the child will have to be presented (see number 4 above). Form DS-11, Application for a Passport
4. Form DS-64, Statement Regarding Lost or Stolen Passport.
5. Police report concerning the lost/stolen passport from the Guyanese Police.

**FOR ADDITIONAL PASSPORT PAGES THE FOLLOWING IS REQUIRED:**

1. DS-4085, Application for Additional Passport Pages
2. Valid passport