How to schedule an appointment?

Note: The appointment system is available only in English.

American Citizen Services • U.S. Embassy – San Salvador, El Salvador
You will need an appointment if you would like to receive the following services:

- Passport Services
- Transmission of Citizenship (CRBA)
- Notary services
- Federal Benefits
- Follow-up interviews and documents delivery
To schedule an appointment

- Appointments can only be scheduled online
- Each applicant must schedule individual appointment
- To make an appointment [click here](#)
- Follow the instructions
Step 1

- After clicking on the link you should select the button that says “Make appointment.”
Step 2

• Select the service that you want to receive and mark the checkbox at the secondary green square.
Step 3

- Select the day you want to schedule the appointment

- You can only schedule on the dates that are in yellow
Step 4

- Select the time you want to receive the service and complete the information and click on the continue button.
- CRBA (Consular Report of Birth Abroad.)
After you clicked on the continue button it will show you a screen with your appointment details. You should print the confirmation page and be prepared for your interview.

If you want to apply for another service you can click on the link in the second numeral (Remember appointments are individual. If there are two applicants who need to receive the service you should schedule two appointments.)
Select the time you want to receive the service. Complete the information and click on the continue button.
After you clicked on the continue button it will show you a screen with your appointment details. You should print the confirmation page and be prepared for your interview.

If you want to apply for another service you need to click on the link in the second numeral (Remember appointments are individual. If there are two applicants who need to receive the service you should schedule two appointments.)
To cancel an appointment

- Click [Here](#)
- Select the second option

ACS Appointment System - Instructions

**U.S. CITIZENS SERVICES**

Appointment System

1. To make an appointment, please click here.
   [Make Appointment!](#)

2. To cancel an appointment, please click here.
   [Cancel Appointment!](#)

American Citizen Services • U.S. Embassy – San Salvador, El Salvador
Step 1

- Complete the spaces with the information given to you when you scheduled the appointment.

ACS Appointment System -

Cancel Appointment

Please enter your Surname, Given Name, contact telephone number and password generated for the appointment booking. The password was printed on the acknowledgement receipt of your booking.

PARTICULARS OF THE APPOINTMENT

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Traveler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name:</td>
<td>Happy</td>
</tr>
<tr>
<td>Contact Telephone Number</td>
<td>0000 0000</td>
</tr>
<tr>
<td>Appointment Password:</td>
<td>Cbq37vxSgq</td>
</tr>
</tbody>
</table>

Submit  Reset  Back
To cancel the appointment you should click on the first button below.
Step 3

Appointment was cancelled successfully

<table>
<thead>
<tr>
<th>PARTICULARS OF THE APPOINTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Date</td>
</tr>
<tr>
<td>Appointment Time</td>
</tr>
<tr>
<td>Child’s Surname:</td>
</tr>
<tr>
<td>Child’s Given Name:</td>
</tr>
<tr>
<td>Contact Telephone Number:</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
</tbody>
</table>

If you want to make another appointment, please click here.