

# How to schedule an appointment?



**Note:** The appointment system is available only in english.

# What services need an appointment?

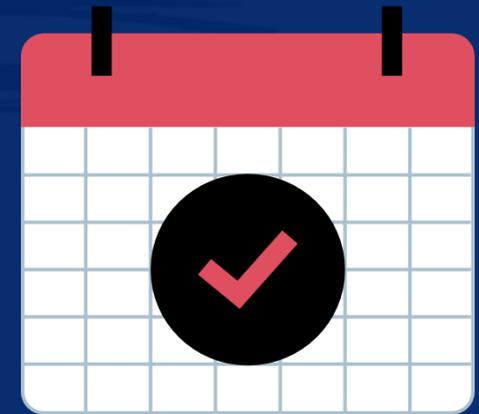
You will need an appointment if you would like to receive the following services:

- 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."

## ACS Appointment System - Instructions

### U.S. CITIZENS SERVICES

### Appointment System

1. To make an appointment, please click here.
2. To cancel an appointment, please click here.

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# Step 2

- Select the service that you want to receive and mark the checkbox at the secondary green square

**ACS Appointment System - Choose Service(s)**

**Complete the form below and click on the Continue button.**

An appointment signifies the time when an applicant should appear at the Embassy or Consulate's public entrance for security screening; applicants should plan to spend at least an hour or so at the Embassy or Consulate.

Each family member seeking a service related to passports or birth registration should make an individual appointment. At the time you receive your appointment confirmation page to print, you also will be offered the option to make a separate appointment for another individual.

Please choose only one service for your appointment. If you seek multiple services, check only one box below for the first service to make the appointment for all services.

<input type="radio"/>	Passport services other than adding pages.
<input type="radio"/>	Report the birth abroad of a child of a U.S. citizen and/or apply for the child's first passport, Report of Birth and Social Security Number.
<input type="radio"/>	Request notarial and other services not listed above.

Please check the below box if you already have reviewed the passport services instructions:

<input type="checkbox"/>	I have read the instructions on the Embassy or Consulate website for the passport services I require.
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# Step 3

- Select the day you want to schedule the appointment
- You can only schedule on the dates that are in yellow

August 2017  
United States Embassy in San Salvador, El Salvador (SNS)  
Urb. y Blvd Santa Elena, Antigua Cuscatlan, La Libertad  
Appointment system is for U.S. Passports & Consular Report of Birth Abroad (ONLY).  
El sistema de citas es SOLAMENTE para Pasaportes Americanos y Reportes de Nacimiento Consular.

**PASSPORT Appointment**  
Please click the underline or hyperlink date below.

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 <a href="#">Available (5)</a>	9 <a href="#">Available (4)</a>	10 <a href="#">Available (6)</a>	11	12
13	14 <a href="#">Available (6)</a>	15 <a href="#">Available (7)</a>	16 <a href="#">Available (7)</a>	17 <a href="#">Available (4)</a>	18 <a href="#">Available (10)</a>	19
20	21 <a href="#">Available (7)</a>	22 <a href="#">Available (7)</a>	23 <a href="#">Available (7)</a>	24 <a href="#">Available (7)</a>	25 <a href="#">Available (10)</a>	26
27	28 <a href="#">Available (7)</a>	29 <a href="#">Available (7)</a>	30 <a href="#">Available (7)</a>	31 <a href="#">Available (7)</a>		

-  Date already passed or not yet open for appointments
-  Appointment Date Fully Booked
-  [Appointment Date Available](#)



# 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.)

**Select Time Slot**  
Please complete the application form below:

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**APPOINTMENT DETAILS**

Date of Appointment: **Wednesday, August 30, 2017**

Service Requested: **Report the birth abroad of a child of a U.S. citizen and/or apply for the child's first passport, Report of Birth and Social Security Number.**

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**AVAILABLE TIME SLOTS**

Appointment Time:  
(Please select one)

<input type="radio"/>	07:30	(1 Available)
<input type="radio"/>	07:45	(1 Available)
<input type="radio"/>	08:00	(1 Available)
<input type="radio"/>	08:15	(1 Available)

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**IDENTIFICATION CODE**

Child's Surname :

Child's Given Name :

Applicant's DOB (dd/mm/yyyy) :

Contact Telephone Number :

E-mail Address :



# 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 prepare for your interview

ACS Appointment System -

## APPOINTMENT DETAILS

PLEASE [PRINT](#) THIS PAGE AND BRING IT WITH YOU WHEN YOU APPEAR AT THE EMBASSY OR CONSULATE.

<b>Date of Appointment:</b>	<b>Wednesday, August 30, 2017</b>
<b>Time of Appointment:</b>	<b>7:30:00 AM</b>
<b>Appointment UID:</b>	PA25316735
<b>Appointment Password:</b>	Cbq37vxSgq
<b>Child's Surname:</b>	TRAVELER
<b>Child's Given Name:</b>	HAPPY
<b>Applicant's DOB (dd/mm/yyyy):</b>	01-JAN-10
<b>Contact Telephone Number:</b>	0000 0000
<b>E-mail Address:</b>	TEST@TEST.COM
<b>Number Of Services Required:</b>	1
<b>Type Of Services Required:</b>	Report the birth abroad of a child of a U.S. citizen and/or apply for the childs first passport, Report of Birth and Social Security Number.

**IMPORTANT:**

1. Please read all the instructions and complete all forms for the service you have requested. Failure to submit a complete and correct application will delay your case. To minimize the time you will need to spend at the Embassy or Consulate on the day of your appointment, please fill in application forms prior to arrival.
2. If you need to make another appointment for someone else, please [click here](#).
3. If your plans change, please [click here](#) to cancel your appointment prior to the date you are scheduled to appear. You must first cancel your existing appointment in order to make a new one.

- 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.)



# Passport

- Select the time you want to receive the service. Complete the information and click on the continue button

**Select Time Slot**  
Please complete the application form below:

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**APPOINTMENT DETAILS**

Date of Appointment: **Thursday, August 31, 2017**  
Service Requested: **Passport services other than adding pages.**

**AVAILABLE TIME SLOTS**

Appointment Time: (Please select one)

- 09:00 (2 Available)
- 09:15 (2 Available)
- 09:30 (2 Available)
- 09:45 (2 Available)

**IDENTIFICATION CODE**

Applicant's Surname :   
Applicant's Given Name :   
Applicant's DOB (dd/mm/yyyy) :     
Contact Telephone Number :   
E-mail Address :

Names of all non-applicants who plan to accompany the applicant to the Embassy or Consulate (such as parents who must appear with their child who is under 16 years old) should be listed below.

Name of non-applicant who will be appearing for this appointment :

Name of non-applicant who will be appearing for this appointment :



# Passport

- 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

ACS Appointment System -

### APPOINTMENT DETAILS

PLEASE [PRINT](#) THIS PAGE AND BRING IT WITH YOU WHEN YOU APPEAR AT THE EMBASSY OR CONSULATE.

<b>Date of Appointment:</b>	Thursday, August 31, 2017
<b>Time of Appointment:</b>	9:00:00 AM
<b>Appointment UID:</b>	PA25316609
<b>Appointment Password:</b>	Pjz92elLgb
<b>Applicant's Surname:</b>	TRAVELER
<b>Applicant's Given Name:</b>	HAPPY
<b>Applicant's DOB (dd/mmm/yyyy):</b>	01-JAN-01
<b>Contact Telephone Number:</b>	0000 0000
<b>E-mail Address:</b>	TEST@TEST.COM
<b>Name of non-applicant who will be appearing for this appointment:</b>	SAD TRAVELER ANGRY TRAVELER
<b>Number Of Services Required:</b>	1
<b>Type Of Services Required:</b>	Passport services other than adding pages.

**IMPORTANT:**

1. Please read all the instructions and complete all forms for the service you have requested. Failure to submit a complete and correct application will delay your case. To minimize the time you will need to spend at the Embassy or Consulate on the day of your appointment, please fill in application forms prior to arrival.
2. If you need to make another appointment for someone else, please [click here](#).
3. If your plans change, please [click here](#) to cancel your appointment prior to the date you are scheduled to appear. You must first cancel your existing appointment in order to make a new one.



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.
2. To cancel an appointment, please click here.

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# 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	
Surname:	<input type="text" value="Traveler"/>
Given Name:	<input type="text" value="Happy"/>
Contact Telephone Number	<input type="text" value="0000 0000"/>
Appointment Password:	<input type="text" value="Cbq37vxSgq"/>



# Step 2

ACS Appointment System -

## [Cancel Appointment](#)

### PARTICULARS OF THE APPOINTMENT

<b>Appointment Date:</b>	Wednesday, August 30, 2017
<b>Appointment Time:</b>	7:30:00 AM
<b>Child's Surname:</b>	TRAVELER
<b>Child's Given Name:</b>	HAPPY
<b>Contact Telephone Number:</b>	0000 0000
<b>E-mail Address:</b>	TEST@TEST.COM

### Type Of Services:

**Services Required:** Report the birth abroad of a child of a U.S. citizen and/or apply for the child's first passport, Report of Birth and Social Security Number.

**Do you want to cancel the above appointment?**

Cancel Appointment

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- To cancel the appointment you should click on the first button below



# Step 3

## ACS Appointment System -

### Cancel Appointment - Acknowledgement

Date and Time of this transaction: Tuesday, August 01, 2017 3:26:51 PM

The selected appointment booking has been cancelled.  
Please [PRINT](#) a hard copy of this page if necessary

#### PARTICULARS OF THE APPOINTMENT

Appointment Date	Wednesday, August 30, 2017
Appointment Time	7:30:00 AM
Child's Surname:	TRAVELER
Child's Given Name:	HAPPY
Contact Telephone Number:	0000 0000
E-mail Address:	TEST@TEST.COM

If you want to make another appointment, please click [here](#).

- Appointment was cancelled successfully

