



Obtaining an ITIN from Abroad

The IRS has permanent staff which are able to help process Forms W-7, IRS Application Number (PDF) at the following U.S. embassies overseas: Berlin, London, and Paris. In addition, there are public accounting firms overseas in certain countries which are acceptance agents for ITIN numbers. You will find their names and addresses at the Acceptance Agent Program page.

If none of the above persons can help, then the IRS will accept a Form W-7 accompanied by ORIGINAL documents which establish to the IRS

1. the identity of the foreign person, and
2. the foreign status of the ITIN applicant.

The best documents to provide for this purpose would be a foreign passport and/or a foreign national identity card. The IRS will accept copies of documents establishing foreign identity and foreign status if the copies have been certified by

1. the government agency (foreign or domestic) which issued the documents,
2. employees of the U.S. State Department located in U.S. embassies and consulates abroad, or
3. a U.S. notary public who is allowed under state law to notarize foreign documents.

In addition, there is an alternative procedure which can be used by an alien who resides outside of the United States to certify copies of documents attached to his Form W-7 so that he does not have to attach original documents to such Form W-7 when he mails it in to the Philadelphia Service Center to apply for an ITIN from abroad.

The United States is an official signatory of a multilateral agreement issued in 1961 known as THE HAGUE CONVENTION ABOLISHING THE REQUIREMENT OF LEGALISATION FOR FOREIGN PUBLIC DOCUMENTS ("The Hague Convention"). This agreement is one of 41 such multilateral agreements issued under the auspices of The Hague Conference on Private International Law, an organization of 47 member states whose official purpose is to, as much as possible, standardize certain legal procedures among nations in order to expedite international legal, commercial, and personal matters. You may find the complete texts of all the Hague Conventions at: List of Hague Conventions.

One of the Hague Conventions is called the "CONVENTION ABOLISHING THE REQUIREMENT OF LEGALISATION FOR FOREIGN PUBLIC DOCUMENTS"

After the Hague Conference issues a convention on a certain subject, then each nation that wishes to avail itself of its provisions must become an official signatory in order for the provisions of the convention to apply in that nation. The United States is an official signatory of this convention. Translations of this convention into certain foreign languages may be found at: Translations. The complete list of the nations which are signatories of the Hague Convention mentioned above may be found at: Signatories.

Under the provisions of this Hague Convention, an individual in one signatory country who is required to present certified copies of certain documents to government officials of another signatory country may have these copies of documents certified, not by the agencies which issued the documents but rather by certain "competent authorities" of each country listed at the latter website noted above. These competent authorities will complete a one-page form known as an "apostille", which they will then either sign or impress with a seal. This apostille can then be attached to the copies of the documents needed by the other government, and serves as a legal authentication of the signatures on the documents, a certification of the

capacity in which the person signing the documents has acted, or as a certification of the identity of the seal or stamp which is on the documents. The attachment of this apostille to the copies of the documents avoids the necessity of having the copies of the documents certified by the government agencies which issued them, or by diplomatic or consular officers of either government, and it avoids having to send the originals of the documents to government officials of the other country.

Thus, in the case of an alien who lives abroad and who is filing Form W-7 with the IRS Service Center in Philadelphia to apply for an ITIN, instead of attaching his original passport, national identity card, birth certificate, etc. to Form W-7, he can attach copies of these documents to Form W-7 accompanied by an apostille properly signed or sealed by one of the appointed competent authorities of his own nation. A model apostille may be found at: [Apostille](#).

Application for IRS Individual Taxpayer Identification Number

OMB No. 1545-0074

▶ See instructions.
 ▶ For use by individuals who are not U.S. citizens or permanent residents.

An IRS individual taxpayer identification number (ITIN) is for federal tax purposes only.

FOR IRS USE ONLY

Before you begin:

- Do not submit this form if you have, or are eligible to obtain, a U.S. social security number (SSN).
- Getting an ITIN does not change your immigration status or your right to work in the United States and does not make you eligible for the earned income credit.

Reason you are submitting Form W-7. Read the instructions for the box you check. Caution: If you check box b, c, d, e, or g, you must file a tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a Nonresident alien required to obtain ITIN to claim tax treaty benefit
- b Nonresident alien filing a U.S. tax return
- c U.S. resident alien (based on days present in the United States) filing a U.S. tax return
- d Dependent of U.S. citizen/resident alien } Enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ▶
- e Spouse of U.S. citizen/resident alien }
- f Nonresident alien student, professor, or researcher filing a U.S. tax return
- g Dependent/spouse of a nonresident alien holding a U.S. visa
- h Other (see instructions) ▶

Additional information for a and f: Enter treaty country ▶ and treaty article number ▶

Name (see instructions)	1a First name	Middle name	Last name
	1b First name	Middle name	Last name
Applicant's mailing address	2 Street address, apartment number, or rural route number. If you have a P.O. box, see page 4.		
	City or town, state or province, and country. Include ZIP code or postal code where appropriate.		
Foreign address (if different from above) (see instructions)	3 Street address, apartment number, or rural route number. Do not use a P.O. box number.		
	City or town, state or province, and country. Include ZIP code or postal code where appropriate.		
Birth information	4 Date of birth (month / day / year)	Country of birth	City and state or province (optional)
			5 <input type="checkbox"/> Male <input type="checkbox"/> Female
Other information	6a Country(ies) of citizenship	6b Foreign tax I.D. number (if any)	6c Type of U.S. visa (if any), number, and expiration date
	6d Identification document(s) submitted (see instructions)		
	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D. <input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other Issued by: No.: Exp. date: / / Entry date in U.S. / /		
	6e Have you previously received a U.S. temporary taxpayer identification number (TIN) or employer identification number (EIN)?		
	<input type="checkbox"/> No/Do not know. Skip line 6f. <input type="checkbox"/> Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).		
Sign Here	6f Enter: TIN or EIN ▶ and Name under which it was issued ▶		
	6g Name of college/university or company (see instructions)		
	City and state	Length of stay	
Keep a copy for your records.	Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to disclose to my acceptance agent returns or return information necessary to resolve matters regarding the assignment of my IRS individual taxpayer identification number (ITIN), including any previously assigned taxpayer identifying number.		
	Signature of applicant (if delegate, see instructions)	Date (month / day / year)	Phone number
	Name of delegate, if applicable (type or print)	Delegate's relationship to applicant	<input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of Attorney
	Signature	Date (month / day / year)	Phone ()
Acceptance Agent's Use ONLY	Name and title (type or print)	Name of company	EIN

General Instructions

Purpose of Form

Use Form W-7 to apply for an IRS individual taxpayer identification number (ITIN). An ITIN is a nine-digit number issued by the U.S. Internal Revenue Service (IRS) to individuals who are required for U.S. tax purposes to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a social security number (SSN).

The ITIN is for federal tax purposes only. It does not entitle you to social security benefits and does not change your immigration status or your right to work in the United States. Also, individuals filing tax returns using an ITIN are not eligible for the earned income credit (EIC).

SSNs. Do not complete Form W-7 if you have an SSN or you are eligible to obtain an SSN. You are eligible for an SSN if you are a U.S. citizen or if you have been admitted by the United States for permanent residence or U.S. employment.

If you have an application for an SSN pending, do not file Form W-7. Complete Form W-7 only if the Social Security Administration (SSA) notifies you that an SSN cannot be issued.

To obtain an SSN, see Form SS-5, Application for a Social Security Card. To get Form SS-5 or to find out if you are eligible to obtain an SSN, go to www.socialsecurity.gov or contact an SSA office.

Who Must Apply

Any individual who is not eligible to obtain an SSN but who must furnish a taxpayer identification number must apply for an ITIN on Form W-7. Examples include the following.

- A nonresident alien individual eligible to obtain the benefit of reduced withholding under an income tax treaty. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.
- A nonresident alien individual not eligible for an SSN who is required to file a U.S. tax return or who is filing a U.S. tax return only to claim a refund.
- A nonresident alien individual not eligible for an SSN who elects to file a joint U.S. tax return with a spouse who is a U.S. citizen or resident.
- A U.S. resident alien (based on the substantial presence test) who files a U.S. tax return but who is not eligible for an SSN. For information about the substantial presence test, see Pub. 519, U.S. Tax Guide for Aliens.
- An alien spouse claimed as an exemption on a U.S. tax return who is not eligible to obtain an SSN.
- An alien individual eligible to be claimed as a dependent on a U.S. tax return but who is not eligible to obtain an SSN. To determine if an alien individual is eligible to be claimed as a dependent on a U.S. tax return, see Pub. 501, Exemptions, Standard Deduction, and Filing Information, and Pub. 519.
- A nonresident alien student, professor, or researcher who is required to file a U.S. tax return but who is not eligible for an SSN.
- A dependent/spouse of a nonresident alien holding a U.S. visa who is not eligible for an SSN.

ITIN not needed for Forms 4868, 1040-ES, or 1040-ES(NR). If you are filing an application for an extension of time to file using Form 4868, or making an estimated tax payment using Form 1040-ES or Form 1040-ES(NR), do not file Form W-7 with these forms. Enter "ITIN TO BE REQUESTED" wherever your SSN or ITIN is requested. An ITIN will be issued only after you file a tax return and meet all other requirements.

Additional Information

Publications. For details on resident and nonresident alien status, see Pub. 519.

For details on individuals who can be claimed as dependents and on obtaining an SSN for a dependent, see Pub. 501.

These publications are available free from the IRS. To order the publications, call 1-800-TAX-FORM (1-800-829-3676) if you are in the United States. If you have a foreign address, write to:

National Distribution Center
P.O. Box 8903
Bloomington, IL 61702-8903

You can also get these publications on the IRS website at www.irs.gov.

Telephone help. If, after reading these instructions and our free publications, you are not sure how to complete your application or have additional questions, call 1-800-829-1040 if you are in the United States. If you are outside the United States, you can contact our overseas offices in London or Paris.

How To Apply

Your application must include all of the following.

1. Your completed Form W-7.
2. Your original, completed tax return(s) for which the ITIN is needed. Attach Form W-7 to the front of your tax return. After your Form W-7 has been processed, the IRS will assign an ITIN to the return and process the return. The tax return will be processed as if it were filed at the address listed in the tax return instructions. Do not send a copy of the return to any other IRS office.

If you are not required to file a tax return or if you fail to file a completed tax return with your Form W-7, you will not be issued an ITIN, unless one of the exceptions explained on page 3 applies. If an exception applies, include instead the documents described under that exception.

3. The original documents, or certified or notarized copies of documents, that substantiate the information provided on the Form W-7. The supporting documentation must be consistent with the applicant's information provided on Form W-7. For example, the name, date of birth, and country of citizenship must be the same as on Form W-7, lines 1a, 4, and 6a.

If you submit an original valid passport (or a notarized or certified copy of a valid passport), you do not need to submit any other documents from the list below. Otherwise, you must submit at least two or more of the documents listed below. The documents must be current and verify your identity (that is, contain your name). At least one document must contain your photograph and one must support your claim of foreign status. Do not attach expired documents.

- a. National identification card (must show photo, name, current address, date of birth, and expiration date).
- b. U.S. driver's license.
- c. Civil birth certificate.
- d. Foreign driver's license.
- e. U.S. state identification card.
- f. Foreign voter's registration card.
- g. U.S. military identification card.
- h. Foreign military identification card.
- i. U.S. visa issued by the U.S. Department of State.
- j. U.S. Citizenship and Immigration Services (USCIS) photo identification.
- k. Medical records (dependents only).
- l. School records (dependents and/or students only).

You can submit copies of original documents if the copies are:

- Certified by the issuing agency or official custodian of the original record, or
- Notarized by a U.S. notary public legally authorized within his or her local jurisdiction to certify that the document is a true copy of the original. To do this, the notary must see the valid, unaltered original document and verify that the copy conforms to the original. U.S. notaries public are available at U.S. embassies and consulates worldwide. Foreign notaries are acceptable as outlined by the Hague Convention.

Original documents you submit will be returned to you. You do not need to provide a return envelope. If your original documents are not returned within 60 days, you can call the IRS (see Telephone help on this page). Copies of documents will not be returned.

Keep a copy of your application for your records.

If you are applying for a withholding certificate to reduce or eliminate withholding on dispositions of U.S. real property, you must attach a copy of the contract for sale and a completed application for a withholding certificate to the completed Form W-7. The application for a withholding certificate must comply with the provisions of Regulations sections 1.1445-3 and 1.1445-6 and Rev. Proc. 2000-35, 2000-35 I.R.B. 211. You can find Rev. Proc. 2000-35 on page 211 of Internal Revenue Bulletin 2000-35 at www.irs.gov/pub/irs-irb00-35.pdf. You may be able to use Form 8288-B, Application for Withholding Certificate for Dispositions by Foreign Persons of U.S. Real Property Interests, for this purpose. See Form 8288-B for details.

Line Instructions

Enter N/A (not applicable) on all lines that do not apply to you. Do not leave any lines blank.

Line 1a. Enter your legal name on line 1a as it appears on your documents. This entry should reflect your name as it will appear on a U.S. tax return.



Your ITIN will be established using this name. If you do not use this name on the U.S. tax return, the processing of the U.S. tax return may be delayed.

Line 1b. Enter your name as it appears on your birth certificate if it is different from your entry on line 1a.

Line 2. Enter your complete mailing address on line 2. This is the address the IRS will use to return your original documents and send written notification of your ITIN.

Note. If the U.S. Postal Service will not deliver mail to your physical location, enter the U.S. Postal Service's post office box number for your mailing address. Contact your local U.S. Post Office for more information. Do not use a post office box owned and operated by a private firm or company.

Line 3. Enter your complete foreign address in the country where you permanently or normally reside if it is different from the address on line 2. If you no longer have a permanent residence, due to your relocation to the United States, enter only the foreign country where you last resided on line 3. If you are claiming a benefit under an income tax treaty with the United States, line 3 must show the treaty country.



Do not use a post office box or an "in care of" (c/o) address. If you do, your application will be rejected.

Line 4. To be eligible for an ITIN, your birth country must be recognized as a foreign country by the U.S. Department of State.

Line 6a. Enter the country or countries (in the case of dual citizenship) in which you are a citizen. Enter the complete country name; do not abbreviate.

Line 6b. If your country of residence for tax purposes has issued you a tax identification number, enter that number on line 6b. For example, if you are a resident of Canada, enter your Canadian Social Insurance Number.

Line 6c. Enter only U.S. nonimmigrant visa information. Include the USCIS classification, number of the U.S. visa, and the expiration date in month/day/year format. For example, if you have a B-1/B-2 visa with the number 123456 that has an expiration date of December 31, 2006, enter "B-1/B-2," "123456," and "12/31/2006" in the entry space.

Note. If the visa has been issued under a "duration of stay" label by USCIS, enter "D/S" as the expiration date.

Line 6d. Check the box indicating the type of document(s) you are submitting for identification. You must submit documents as explained in item (3) under *How To Apply* on page 2. Enter the name of the state or country or other issuer, the identification number (if any) appearing on the document(s), the expiration date, and the date on which you entered the United States. Dates must be entered in the month/day/year format. Also, you may be required to provide a certified translation of foreign language documents.

Note. Any visa information shown on a passport must be entered on line 6c.

Line 6e. If you ever received a temporary taxpayer identification number (TIN) or an employer identification number (EIN), check the "Yes" box and complete line 6f. If you never had a temporary TIN or an EIN, or you do not know your temporary TIN, check the "No/Do not know" box.

A temporary TIN is a nine-digit number issued by the IRS to persons who file a return or make a payment without providing a TIN. You would have been issued this number if you filed a U.S. tax return and did not have a social security number. This temporary TIN will appear on any correspondence the IRS sent you concerning that return.

An EIN is a nine-digit number (for example, 12-3456789) assigned by the IRS to businesses, such as sole proprietorships.

Line 6f. If you have both a temporary TIN and an EIN, attach a separate sheet listing both. If you were issued more than one temporary TIN, attach a separate sheet listing all the temporary TINs you received.

Line 6g. If you checked reason f, you must enter the name of the educational institution and the city and state in which it is located. You must also enter your length of stay in the United States.

If you are temporarily in the United States for business purposes, you must enter the name of the company with whom you are conducting your business and the city and state in which it is located. You must also enter your length of stay in the United States.

Signature. You must sign Form W-7. However, if the applicant is a minor under 14 years of age, a delegate (parent or court-appointed guardian) should sign for him or her. Type or print the delegate's name in the space provided and check the appropriate box that indicates his or her relationship to the applicant. If the delegate is signing as a court-appointed guardian, attach a copy of the court-appointment papers showing the legal guardianship.

If the applicant is 14 years of age or over, the applicant can appoint an authorized agent to sign. The authorized agent must print his or her name in the space provided for the name of the delegate and attach Form 2848, Power of Attorney and Declaration of Representative.

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For the estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

When To Apply

Complete and attach Form W-7 when you file the tax return for which the ITIN is needed. However, if you meet one of the exceptions on this page, complete and submit Form W-7 as soon as possible after you determine you are covered by that exception.

Allow 4 to 6 weeks for the IRS to notify you in writing of your ITIN. If you have not received your ITIN or correspondence at the end of the 6-week period, you can call the IRS to find out the status of your application (see Telephone help on page 2).

Where To Apply

By mail. Mail Form W-7, your tax return (or other documents required by an exception on this page), and the documentation listed in item (3) under How To Apply on page 2 to:

Internal Revenue Service
Philadelphia Service Center
ITIN Unit
P.O. Box 447
Bensalem, PA 19020



Do not use the mailing address in the instructions for your tax return.

In person. You can apply for an ITIN by bringing your completed forms and documentation to any IRS Taxpayer Assistance Center in the United States and most IRS offices abroad. Before applying at an IRS office abroad, find out if that office accepts Form W-7 applications.

Through acceptance agent. You can also apply through an acceptance agent authorized by the IRS. An acceptance agent can help you complete and file Form W-7. To obtain a list of agents, visit the IRS website at www.irs.gov.

Specific Instructions

If you are completing this form for someone else, answer the questions as they apply to that person.

Reason For Applying

You must check the box to indicate the reason you are completing Form W-7. If more than one box applies to you, check the box that best explains your reason for submitting Form W-7.



If you check box b, c, d, e, or g, you must file a completed tax return by attaching it to Form W-7. You must do this even if the ITIN is for a spouse or dependent. If you are applying for more than one ITIN for the same return (such as for a spouse or dependent), attach all Forms W-7 to the same return.

a. Nonresident alien required to obtain ITIN to claim tax treaty benefit. Certain nonresident aliens must obtain an ITIN to claim a tax treaty benefit even if they do not have to file a U.S. tax return. If you check this box to claim the benefits of a U.S. income tax treaty with a foreign country, also check box h. On the dotted line next to box h, enter "Exception 1" or "Exception 2," whichever applies (see this page). Also enter the name of the treaty country and treaty article number in the appropriate entry spaces below box h. Also attach the documents required under whichever exception applies. For more details on tax treaties, see Pub. 901, U.S. Tax Treaties.

b. Nonresident alien filing a U.S. tax return. This category includes:

- A nonresident alien who must file a U.S. tax return to report income effectively or not effectively connected with the conduct of a trade or business in the United States, and
- A nonresident alien who is filing a U.S. tax return only to obtain a refund.

c. U.S. resident alien (based on days present in the United States) filing a U.S. tax return. A foreign individual living in the United States who does not have permission to work from the USCIS, and is thus ineligible for an SSN, may still be required to file a U.S. tax return. These individuals must check this box.

d. Dependent of U.S. citizen/resident alien. This is an individual who can be claimed as a dependent on a U.S. tax return and is not eligible to obtain an SSN.

e. Spouse of U.S. citizen/resident alien. This category includes:

- A nonresident alien husband or wife who is not filing a U.S. tax return (including a joint return) and who is not eligible to obtain an SSN but who, as a spouse, can be claimed as an exemption, and
- A nonresident alien electing to file a U.S. tax return jointly with a spouse who is a U.S. citizen or resident.

f. Nonresident alien student, professor, or researcher filing a U.S. tax return. This is an individual who has not abandoned his or her residence in a foreign country and who is a bona fide student, professor, or researcher coming temporarily to the United States solely to attend classes at a recognized institution of education, to teach, or to perform research. If you check this box, you must complete lines 6c and 6g, provide your passport with a valid U.S. visa, and a letter from an official of the school or institution stating that you have not been offered, and have not secured other employment. If applicable, enter the name of the treaty country and the treaty article number in the appropriate entry spaces below box h.

g. Dependent/spouse of a nonresident alien holding a U.S. visa. This is an individual who can be claimed as a dependent or a spouse on a U.S. tax return and who is unable, or not eligible, to obtain an SSN and has entered the United States with a nonresident holding a U.S. visa. For example, the primary visa holder has a B-1 visa; the dependent or spouse has a B-2 visa.

h. Other. If the reason for your ITIN request is not described in a through g, check this box. Describe in detail your reason for requesting an ITIN and attach supporting documents. If any of the following exceptions apply to you, you will not need to attach a tax return to your Form W-7. Check box h and enter the number of the exception that applies (for example, "Exception 3") on the dotted line next to box h.

Exception 1. Passive income—treaty benefits (box a) or third party withholding (box h). To obtain an ITIN under this exception, you must include documentation with the Form W-7 showing you own an asset that generates income subject to information reporting or withholding requirements. Examples include:

- Evidence that you opened an interest bearing account with a financial institution and you have an ownership interest in that account, and
- For a partnership interest—the partnership agreement together with the partnership's EIN or other evidence that the partnership is conducting business in the United States.

Exception 2. Other income (wages, salary, compensation)—treaty benefits (box a).



Applicants with a U.S. visa that is valid for employment should first apply for an SSN with the Social Security Administration (SSA). You are not eligible for an ITIN if you are eligible to obtain an SSN.

If you are an individual receiving pay for personal services, your Form W-7 will be processed if you provide proof that your application for an SSN (Form SS-5) was rejected by the SSA and include a Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual.

If you are a nonresident alien visitor with gaming winnings, your Form W-7 will be processed if submitted through the appropriate gaming official serving as an acceptance agent.

Exception 3. Third party reporting— mortgage interest (box h). To obtain an ITIN under this exception, you must include documentation with the Form W-7 showing evidence of a home mortgage loan on real property located in the United States.

Exception 4. Disposition by foreign person of U.S. real property interest (box h). If a transferor or transferee does not have a taxpayer identification number, and an amount withheld is due, attach completed Forms 8288, U.S. Withholding Tax Return for Dispositions by Foreign Persons of U.S. Real Property Interests, and 8288-A, Statement of Withholding on Dispositions by Foreign Persons of U.S. Real Property Interests, to the completed Form W-7.



UNITED STATES DIPLOMATIC MISSION TO GERMANY



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Note: All telephone numbers are shown with the area code that is used when dialing within Germany. For local calls you do not need this code. For international calls, drop the "0" and add 49 (country code) before the area code.

EMBASSY OF THE UNITED STATES BERLIN

Neustädtische Kirchstr. 4-5
10117 Berlin
Federal Republic of Germany
Tel: (030) 2385 174
Closed on American and German holidays

For Visa Appointments & American Citizen Services: Consular Section

Clayallee 170
14195 Berlin
Federal Republic of Germany

Public Transport: from Zoo Station (Bahnhof Zoologischer Garten), take the U9 two stops to Spichernstrasse, then take the U3 to Oskar-Hei-Heim.

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Buses from Zoo Station: X10,
110

**Non-Immigrant Visa
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No walk-in service.

For Visa Appointments please
call: Tel 0900 - 1 85 00 55,
7am to 8pm, Monday - Friday
(EUR 1,86/min)

For information from outside
Germany:

Fax: (030) 831-4926

American Citizen Services

Routine calls: (030) 832-
9233, 2-4 pm, Monday
through Friday.

Emergencies only: (030)
8305-0

Fax: (030) 8305-1215

Opening Hours:

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**U.S. CONSULATE GENERAL
DÜSSELDORF**

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Federal Republic of Germany
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After-hours emergencies

please call (030) 8305-0

Public Transport: From inside the train station (Düsseldorf Hauptbahnhof) take the exit on to the "Bertha von Suttner Platz". Walk past the Sixt car rental office and proceed to the entrance to the Willi-Becker-Allee 10/ entrance to Goethe-Institute.

Hours:

The Consular Section is open to the public from 9:00 am to 12 noon, Monday through Friday.

Closed on American and German holidays

**U.S. CONSULATE GENERAL
FRANKFURT**

New Address:

Gießener Str. 30
60435 Frankfurt am Main
Federal Republic of Germany
Tel: (069) 7535-0
Fax: (069) 7535-2277

Public Transport:

From the main train station (Frankfurt Hauptbahnhof) take the U5 going to Preungesheim, exit stop Gießener Str.

Driving Directions:

- Directions for visa applicants/consular services (pdf)
- Directions for other visitors (pdf)

Parking:

Parking at Gießener Str. and Wetzlarer Str. is very limited. A park-and-ride parking garage with 110 slots is located in Frankfurt-Preungesheim next to the exit

from A 661 and the subway stop Preungesheim.

Move of the Consular Section

Frankfurt's consular section relocated to the new Frankfurt office building.
See above for the new address.

American Citizen Services Passport Unit

Open to the public from 7:30 to 11:30 am Monday through Friday.

Closed on German and American holidays, and on the last Thursday of every month.

Tel: (069) 7535-2100, 2:00-4:00 pm, Monday to Friday.

Due to our high volume of applications, we can accept phone calls during these hours only.

Fax: (069) 7535-2252

More information: Passport Applications

Reports of Birth

Before making an appointment to report the birth of a US citizen in Germany, please review the relevant information related to Consular Reports of Birth Abroad

Applications are accepted by appointment only. Please send an e-mail to

frnbirthabroad@state.gov, and include your name, phone number, and any preferences for the day of your appointment. We will then contact you by phone or e-mail to confirm the date of your appointment.

Tel: (069) 7535-2100, 2-4 pm, Monday-Friday

Fax: (069) 7535-2252

Special Consular Services
Tel: (069) 7535-2518/2519
(No visa related information available at these numbers)
Fax: (069) 7535-2252
Email:

GermanyACS@state.gov
After-hours emergencies, please call (069) 7535-0 and ask to be connected to the consulate duty officer
Notarial and other window services available 8:00 am to 12:00 noon, Monday through Friday

American Citizen Services Frankfurt & Special Consular Services
is closed on American and German holidays as well as every last Thursday of a month.

Federal Benefits Unit
Tel: (069) 7535-2440
Fax: (069) 7535-2370 or 749-352
9:00 am to 12:00 noon, Monday through Friday.
Closed on American and German holidays

Customs Information (Department of Homeland Security)
Tel: (069) 7535-3876
Fax: (069) 7535-3780
Monday - Friday, 9am - 12 noon, 1pm - 6pm
Closed on American and German holidays

Visa Section - Non-Immigrant Visa
No walk-in service.
Closed on American and German holidays

Immigrant Visa Services

Open to the public from 8:00 am to 11:00 noon, Monday through Friday.

Phone information on specific cases from 2:00-4:00 pm at
Tel: (069) 7535-0

Closed on American and German holidays

USCIS

Open for filing of I-130 petitions on Mondays, Wednesdays and Fridays, from 8:00 am to 11:00 noon.

Closed on American and German holidays

**U.S. CONSULATE GENERAL
HAMBURG**

Alsterufer 27/28
20354 Hamburg
Federal Republic of Germany
Tel: (040) 411 71-100
After-hours emergencies only: (040) 411 71-300
Fax: (040) 41 32 79 33

Public Transport: From the main train station (Hauptbahnhof) take the S-Bahn 11, 21 or 31 one stop to Dammtor Bahnhof. From there it is a short walking distance to the consulate. Walk down Alsterterrasse and then turn left into Alsterufer. Alternatively, from the main train station take the U1 subway to the stop Stephansplatz or Bus 109 to Fontenay.

Hours:

The Consular Section is open from 9:00 am to 12:00 noon, Monday through Friday. Closed on American and German holidays

U.S. CONSULATE GENERAL LEIPZIG

Wilhelm-Seyfferth-Straße 4
04107 Leipzig
Federal Republic of Germany
Tel: (0341) 213-840
**After-hours emergencies
only:** (0341) 213-8413

Hours:

9:00 am to 5:00 pm, Monday
through Friday.
Closed on American and
German holidays

U.S. CONSULATE GENERAL MUNICH

Königinstraße 5
80539 München
Federal Republic of Germany
Tel: (089) 2888-0
Fax: (089) 280-9998
Closed on American and
German holidays.

E-mail: American citizens in
Bavaria with specific problems
that are not addressed on the
ACS pages may e-mail the
American Citizens Services
section of the American
Consulate in Munich at
ConsMunich@state.gov.

Public Transport: The
Consulate is a short walk from
the subway station
Odeonsplatz. From the train
station take U 4/5, from all
other directions U3 or U6.

Hours:

New public hours: 1-4 pm,
Monday through Friday
For short notice changes to
opening hours, please see
American Citizen Services
Munich

Reports of Birth and First-time Passport Issuance: Applications are accepted by appointment only. To schedule an appointment, please email us at ConstMunich@state.gov with the applicant's name, address, phone number and age.

Notarial and Applications for Social Security Number (SSN)

1-4 pm, Tuesday and Thursday only
No appointments are necessary.

American Citizen Services Munich (Passport & Special Consular Services) is closed on American and German holidays as well as the last Wednesday of the month.

Last modified: July 2006

[back to top](#) ✓

[HOME](#) | [ABOUT US](#) | [CITIZEN SERVICES](#) | [VISAS](#) | [POLICY & ISSUES](#) | [MEET THE USA](#) | [TRADE & COMMERCE](#)

UNITED STATES