

# U.S. Embassy, Beirut – Quarterly Newsletter

Volume 1, Issue 1 – December 2010

## Letter From Consul Kirk G. Smith

The American Citizen Services Section would like to introduce the new Quarterly Newsletter. We are working on finding new ways of providing information to Americans living in Lebanon and hope that this newsletter, in addition to information provided on our website will make finding the answers you need as quick and easy as possible.

Kirk G. Smith, Consul

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The **American Citizen Services Section** has recently made changes to service and phone call hours. Please check the website frequently for the most updated information on hours of operation and holidays.

Walk-In Services:	Monday, Tuesday and Thursday 8:00 – 11:00
Consular Reports of Birth Abroad (CRBA):	Wednesdays 8:00 – 11:00 <b>(By Appointment Only)</b>
Federal Benefit – Check Collection Only:	Tuesdays and Thursdays 2:00 – 4:00
Federal Benefits:	Fridays 8:00 – 11:00 <b>(By Appointment Only)</b>
Phone Call Inquiries:	Monday through Friday 2:00 – 4:00

To make an appointment, please email your request, name and contact information to [BeirutACS@state.gov](mailto:BeirutACS@state.gov) or call Monday through Friday from 2:00 – 4:00.

**Reminder:** Don't forget to register yourself and your family with the Embassy if you are living in, or planning a trip to Lebanon. You can register at the Embassy Monday, Tuesday or Thursday 8:00 – 11:00, or online via our website at <https://travelregistration.state.gov/ibrs/ui/>. You can also send your registration form via fax to 04-544209.

## **Authentication vs. Notary**

One of the most common requests received by the American Citizen Services Section is for notary and authentication services. Unfortunately, we find that there is a great deal of confusion over what the services actually are and how they can be accomplished. We have answered a few of the most common questions below.

**What is a notary?** A notarial service typically requires that the Notary or Consular officer witness a signature on a legal document. The signer must be present at the time of the notary and provide the officer with a valid government issued form of identification to confirm their identity.



**What types of authentications can the Embassy perform?** A Consular authentication is the placing of the Consular seal over the seal of a foreign authority (usually an officer at the Ministry of Foreign Affairs) whose seal and signature is on file with the American embassy or consulate. A consular authentication in no way attests to the authenticity of the contents of a document but merely to the seal and signature of the issuing authority. Typically this type of authentication is done to allow foreign documents to be used in the United States.

**How can I get my U.S. documents such as birth certificates, death certificates and legal and court documents authenticated for use in Lebanon?** In order for U.S. documents to be used abroad they must go through several authentication offices. The first step is to send the



original document to the office of the Secretary of State for the state where the document was issued or notarized. The next step is to send the document to the U.S. Department of State Authentications office. The documents final stop is the Lebanese Embassy in Washington, D.C. In most cases the entire process can be completed by mail. For additional information, visit the State Department's website at

[http://travel.state.gov/law/info/judicial/judicial\\_701.html](http://travel.state.gov/law/info/judicial/judicial_701.html).

**Can the Embassy Authenticate the Seal of a Consular Officer from another Embassy? U.S.**

Embassies cannot authenticate the seal or signature of officers at Embassies in other countries. However, the U.S. State Department authentications office can authenticate the seals of all Consular officers. The document can then be sent to the Embassy or Consulate in the U.S. of the country where the document is going to be used.

**Flu Update and Information**

For the most up-to-date information on the H1N1 or seasonal flu virus, please visit the U.S. Department of State’s website at [www.travel.state.gov](http://www.travel.state.gov) or the CDC’s website at [www.cdc.gov](http://www.cdc.gov).

***Flu Prevention Tips for Travelers:***

- Wash your hands frequently
- Cover your mouth and nose when you sneeze or cough
- Avoid crowded areas
- Avoid touching your eyes, nose and mouth (germs spread that way)
- Stay home if you are sick until at least 24 hours after you no longer have a fever



<b><u>Upcoming Holidays</u></b>	
December 18	Moslem New Year (L)
December 25	Christmas Day (A/L)
January 1	New Year’s Day (A/L)
January 6	Armenian Christmas (L)
January 19	Martin Luther King Day (A)
February 9	Mar Maroun (L)
February 16	President’s Day (A)
March 9	Prophet’s Birthday (L)

**A: American Holiday**       **L: Lebanese Holiday** 

## **2009 Tax Season**

Tax season is upon us again. For tax forms and information on how to file taxes abroad, please visit the Internal Revenue Service's (IRS) website at [www.irs.gov](http://www.irs.gov).

International tax assistance is also available at the IRS Office in Philadelphia. This office is open Monday through Friday from 6:00 a.m. to 11:00 p.m. EST and can be contacted by:

Phone: 1 (215) 516-2000 (not toll free)

Fax: 1 (215) 516-2555

Email: visit this webpage <http://www.irs.gov/help/page/0,,id=133197,00.html>

Mail: Internal Revenue Service

P.O. Box 920

Bensalem, PA 19020

United States of America



### **Contact Information – American Citizen Services Unit**

**Embassy Mainline:** 04-542600/543600 (Ask for  
American Citizen Services Section)  
**ACS Section Fax:** 04-544209  
**ACS E-mail:** [BeirutACS@state.gov](mailto:BeirutACS@state.gov)  
**Embassy Website:** <http://lebanon.usembassy.gov>

The U.S. Embassy is located in Awkar facing the  
municipality.