

IRM PROCEDURAL UPDATE

DATE: 09/04/2014

NUMBER: WI-03-0914-1329

SUBJECT: Embassy Addresses, U.S. Consul Addresses, IRS Rec'd Date, AA/CAA Submission

AFFECTED IRM(s)/SUBSECTION(s): 3.21.263

CHANGE(s):

IRM 3.21.263.8.3.1(3) "Submission Source" revised to change "AA" to "AA/CAA" in determining who receives ITIN related correspondence/notice also added a "Note" about how to determine if the Form W-7 is submitted by CAA or AA.

IRM 3.21.263.8.3.1(3) "W-2 Attached?" reformatted to identify proof of income documents required to be attached to the return. Also reformatted "IRS Received Date" to specify the date to input when received date is missing on Form W-7.

IRM 3.21.263.8.3.1(3) "Is the name on the W-2 the Same on the Tax Return" reformatted to require the name on the Form W-2 match the primary or secondary name on the attached return. Also reformatted "Tax Return Year" to delete the reminder and updated the years in the tax return Examples

3. The content of the *Preliminary W-7 Application Data Screen* includes the following:

Preliminary W-7 Application Data Screen Content	Description	Comment
Batch Number	Enter the batch number. This is an 11 digit number that is located on the Batch Cover Sheet. The elements of the batch number include the following: <ul style="list-style-type: none">○ Julian Date = Batch Creation	If the batch number is not entered, or is entered incorrectly, the system will display an error message.

	<p>Date</p> <ul style="list-style-type: none"> ○ Campus Location (NN 20 = Austin Submissions Processing Center) ○ Cart Number (NNN) ○ Slot Number (NN) ○ List Year (N) 	
IRS Received Date	<p>Enter the Received date as stamped on Form W-7 in MMDDYYYY format.</p> <p>MM values = 1 to 12</p> <p>DD values = 1 to 31</p> <p>CAUTION: Once the application is submitted this field can not be changed.</p>	<p>If the IRS received date is missing from the Form W-7, use the received date stamped on the tax return or other application(s) in the same family pack. If no IRS received date stamp is found, choose the earliest of these 3 dates and enter as the received date:</p> <ul style="list-style-type: none"> a. b. Postmark date on envelope c. Signature Date d. Today's date minus 10 days.
W-7 Year	<p>Refers to the Form W-7 revision year. Select the year of the Form W-7 from the drop-down box. If the Form W-7 year is before 2002, select "Other Year".</p> <p>NOTE: If more than one revision year is</p>	<p>The <i>W-7 Application Input (Other Year) Screen</i> will generate if "Other Year" is selected from this drop down box and all of the other required information for the <i>Preliminary W-7 Application Data Screen</i> is entered</p>

	present on Form W-7, select the latest year.	<p>and passes system validations. This screen has limited fields for entry which include the following:</p> <ul style="list-style-type: none"> ○ Remarks ○ Applicant Legal Name ○ Applicant Name at Birth ○ Applicant Mailing Address ○ Applicant Foreign Address <p>NOTE: Once these fields are entered the application will be rejected (R 25).</p>
Single or Family Pack?	<p>Refers to the input of either a single Form W-7 application or a group (Family Pack) of related applications that are associated with a tax return. Select one of the following from the drop down box:</p> <ul style="list-style-type: none"> ○ Single ○ Family Pack 	
Is this the first W-7 in Family Pack?	Select the appropriate radio button Yes or No in response to the question.	Selection is based on the application that is being entered.
DLN of First W-7 in Family Pack	The DLN is a 14 digit number that is assigned to each application once it has been processed through the RTS. The elements of the DLN are as follows:	<p>This field is available only if the response to the preceding question is "No".</p> <p>The system will auto-</p>

	<ul style="list-style-type: none"> ○ FLC: 20 (Austin) ○ Tax Class: 2 ○ Doc Code: 94 = W-7 (English) ○ Doc Code: 92 = W-7 (Spanish) ○ Julian Date: XXX-Batch Creation Date ○ Block Series: 000-299 without return and 300-999 with return ○ Serial#: XX (00-49) ○ List Year: X 	populate the DLN of the next Form W-7 in the family pack after the first Form W-7 application has been submitted.
Notice/Correspondence Language	<p>Select one of the following from the drop down box based on the type of Form W-7 in hand:</p> <ul style="list-style-type: none"> ○ English ○ Spanish 	This field determines the language of any ITIN notices issued to the applicant.
Dependent Mailing and Foreign Addresses Same As Primary	This field is enabled for Family Pack applications. Select the appropriate radio button Yes or No based on the information on Form W-7.	If the address information for the dependent is the same as the primary (or first application in the Family Pack), selecting "yes" will allow the dependent address fields to auto-populate.
Submission Source	<p>This field identifies the originator of Form W-7. Select one of the following from the drop down box:</p> <ul style="list-style-type: none"> ○ Applicant Direct ○ Acceptance Agent ○ Certified Acceptance 	<p>The Submission Source determines who receives ITIN related correspondence/ notices:</p> <ul style="list-style-type: none"> ○ If "Applicant Direct" is selected, the system will

	<p>Agent</p> <ul style="list-style-type: none"> ○ IRS Office <p>NOTE: Choose IRS office when:</p> <p>FA-DAS is attached, OR</p> <p>Form W-7 "FOR IRS USE ONLY BOX" shows IRS employee number, AND</p> <p>TAC received date stamp is present.</p> <p>OR</p> <p>IRS tax attaché received date stamp is present. See IRM 3.21.263.5.3.5.1.</p>	<p>generate correspondence to the applicant using the mailing address for Form W-7.</p> <p>If the application is submitted by a "Delegate", the submission source will be treated as Applicant Direct.</p> <ul style="list-style-type: none"> ○ If "Acceptance Agent" is selected, enter the EIN in the AA EIN field. If the EIN is invalid, follow the RTS response: <i>"The AA EIN is not found. Please input a valid AA EIN or change the submission source to Applicant Direct."</i> If RTS determines the AA is a CAA, change the submission source to "Certified Acceptance Agent".
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		<p>generated to both the applicant and the CAA using the applicant's mailing address and the CAA's address.</p> <p>EXCEPTION: If CAA is a financial institution, the notice will only generate to the CAA.</p> <ul style="list-style-type: none"> ○ Select "Yes" or "No" to the RTS query <i>"Valid CAA Certificate of Accuracy attached?"</i> Enter the EIN in the "CAA EIN" field. If RTS determines the CAA is an AA, change the submission source to AA. ○ If "IRS Office" is selected, the system will generate correspondence to the applicant using their mailing address.
Tax Return Attached?	Select one of the following from the drop	

	<p>down box:</p> <ul style="list-style-type: none"> ○ Yes, but attached to the Single ○ Yes, but attached to the Family Pack ○ No <p>CAUTION: Form 1040NR with entries on any line (for example only line 22 is completed) should be considered a valid return. Do not reject.</p> <p>NOTE: Select "no" If Form 1040PR or Form 1040SS is attached as these applicants qualify for a SSN. Enter "Form 1040PR" or "Form 1040SS" in the Remarks Screen. Flag the case for the Lead to override and change the R 17 to R 07.</p> <p>EXCEPTION: If Form 1040PR or Form 1040SS is attached, and</p> <ul style="list-style-type: none"> - current address is Puerto Rico, AND - SSA denial letter is attached, <p>select the appropriate "yes" as these applicants qualify for an ITIN.</p>	<p>Select "Yes" if box "c" applies, and multiple returns are attached for the applicant and the date of entry matches at least one of the tax return periods.</p> <p>Select "No" when any of the following conditions apply:</p> <ul style="list-style-type: none"> ○ A tax return is not present, or ○ The applicant is not listed on an attached tax return, or ○ You can not confirm that the person on an attached tax return is the same person on the Form W-7, or ○ Box "c" applies and date of entry is after the tax period of attached tax return listing the applicant. Enter in Remarks, "DOE after year of tax return" ○ Form W-7 is from the taxpayer filing under the Tax Return
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Does Applicant Name Match Tax Return?	<p>Radio button selections are Yes or No.</p> <p>CAUTION: Do NOT select "No" for any reason as an incorrect status will generate. See preceding instructions for "Tax Return Attached?"</p>	<p>Always select "Yes" to confirm that the applicant is listed on the tax return.</p> <p>Applicant must be listed on at least one of the tax returns in a "dual status" same year tax package.</p>
W-2 Attached?	<p>Radio button selections are Yes or No.</p>	<p>Select "Yes" or "No" as appropriate. Select "yes" if any of the following proof of income is present on an attached return:</p> <ul style="list-style-type: none"> ○ Form W-2 ○ Form W-2C ○ Form 4852 ○ Pay stub (a single pay period with year-to-date totals is

		<p>acceptable)</p> <ul style="list-style-type: none"> o Bank statement showing income is being deposited into taxpayer's account <p>Select "no" if the income documents listed above are not present.</p>
Is the name on the W-2 the Same on the Tax Return?	Radio button selections are Yes or No .	<p>Select "Yes" if the Form W-2 name matches the name of the primary or secondary filer on an attached tax return.</p> <p>Select "No" if the Form W-2 name differs, is altered, or has been whited-out.</p>
Tax Return Type	<p>Select one of the following from the drop down box for the earliest tax return year on which the applicant is claimed:</p> <ul style="list-style-type: none"> o 1040 o 1040A o 1040EZ o 1040NR o 1040NR-EZ o 1040X 	<p>Choose the tax return type for the return annotated "dual status". If both or neither is annotated ("dual status" statement attached), choose Form 1040NR.</p>
Tax Return Year	Enter the tax return year. If multiple tax returns are attached enter the earliest tax year for the applicant.	Enter any year from the previous 12 years up to the present year. If tax return is earlier than 12 years, input the earliest year

	<p>EXAMPLE: Single Form W-7 applicant has returns attached for 2012 and 2013. Enter 2012.</p> <p>CAUTION: The tax year for individual members of a Family Pack may be different.</p> <p>EXAMPLE: Tax returns are attached for 2011, 2012, and 2013. Primary applicant is listed on all returns. Enter 2011 for the primary. A dependent is listed only on the 2012 and 2013 return. Enter 2012 for the dependent.</p>	<p>RTS will accept.</p> <p>REMINDER:</p>
Is the Tax Return Valid?	Select the appropriate radio button Yes or No .	Select "No" only if the return does not have any information to establish a tax reporting or filing requirement (no tax liability). Otherwise, select "Yes". Select "yes" even when you have a family pack and multiple returns are attached (at least one must be valid) but the dependent W-7 applicant is only listed on an invalid return). See IRM 3.21.263.5.3.2 for more information on valid tax returns.
Invalid Tax Return Reason	If the answer to the preceding question is No , the system will enable the drop down box below. Select one	Be careful when reviewing Form 1040NR. If any entries are present (i.e., Line 22), the

	<p>of the following:</p> <ul style="list-style-type: none"> ○ Tax return not signed <p>NOTE: This is no longer a valid selection.</p> <ul style="list-style-type: none"> ○ Cannot calculate tax liability on the tax return (no numbers present or zeros on all lines). Note: Tax return includes schedules and attachments.) 	return is valid.
Number of Additional Tax Returns Attached	<p>Select one of the following from the drop down box:</p> <ul style="list-style-type: none"> ○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10 	Pertains to additional tax returns that list the applicant.
Number of W-7 Associated to the Tax Return	<p>Select one of the following from the drop down box based on the number of Form W-7 applicants that are listed on the tax return for the year noted in RTS:</p> <ul style="list-style-type: none"> ○ 1 ○ 2 ○ 3 	Pertains to tax return year as noted on RTS.

	<ul style="list-style-type: none"> ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10 	
IRS Office Employee Badge Number	This field will be enabled when the submission source of the application is "IRS Office".	<p>Enter the IRS employee badge number from Line 2 of the <i>For IRS Use Only Box</i> on Form W-7. The badge number represents the IRS employee who received the application and reviewed the documentation at the TAC.</p> <p>Format consists of two boxes with seven spaces:</p> <p>two in the first box and five in the second box with a dash in between. If the TAC employee omitted their badge number but additional information on the application, such as a TAC stamp and information in the <i>For IRS Use Only</i> box clearly indicates that the application was received from a TAC, enter the number as all zeros. If the ID number is greater than seven, use the last 7 digits.</p>

Next	Click on this button to process the information on the W-7 Preliminary Application Data Screen.	<p>If the information on this screen was entered correctly, the system will direct you to the W-7 Application Data Screen to continue entering the application.</p> <p>If the information on this screen was not entered correctly the system will prompt you to reenter the required information.</p>
Cancel	Click the Cancel button and the following warning message will appear: "You will lose data on the current screen, would you like to continue?"	<p>Click the Okay button and the system will direct you back to the ITIN Home Screen or,</p> <p>Click the Cancel button and the system will return you back to the current screen.</p>

IRM Exhibit 3.21.263-5 revised to include new listing and update addresses, telephone and fax numbers.

City	Address	Phone/Fax	Time Difference EST.
Beijing	United States Embassy Internal Revenue Service No. 55 An Jia Lou Road	(8610)8531-3983 Fax: 8610-8531-4287	+12

	Beijing, China 100600			
Frankfurt	United States Consulate Internal Revenue Service Giessener Strasse30 60435 Frankfurt am Main Germany	(49)(69)7535- 3811	+6	
		Fax: (49)(69)7535- 3803		
London	United States Embassy Internal Revenue Service 24 Grosvenor Square London, W1A 6AE United Kingdom	(44)207-894-0476	+5	
		Fax: (44)207- 495-4224		
Paris	United States Embassy Internal Revenue Service 2 Avenue Gabriel 75382 Paris Cedex 08 France	(33)(1)4312-2555	+6	
		Fax: (33)(1)4312- 4752		

IRM Exhibit 3.21.263-6 revised to include new listings and update addresses, telephone and fax numbers.

Embassy Listing	
Embassy of the Republic of Afghanistan Chancery: 2341 Wyoming Ave., NW Washington DC 20008 Telephone: (202) 483-6410 Fax: (202) 483-6488	Embassy of Australia Chancery: 1601 Massachusetts Avenue, NW Washington DC 20036 Telephone: (202) 797-3000 Fax: (202) 797-3168
Embassy of the Republic of Albania Chancery: 1312 18th Street, NW 4th Floor Washington DC 20036 Telephone: (202) 223-4942 Fax: (202)	Embassy of Austria Chancery: 3524 International Court, NW Washington DC 20008-3035

628-7342	Telephone: (202) 895-6700 Fax: (202) 895-6750
Embassy of the Democratic and Popular Republic of Algeria Chancery: 2118 Kalorama Road NW Washington DC 20008 Telephone: (202) 265-2800 Fax: (202) 667-2174	Embassy of the Republic of Azerbaijan Chancery: 2741 34th Street, NW Washington DC 20008 Telephone: (202) 337-3500 Fax: (202) 337-5911
Embassy of Andorra Two United Nations Plaza, 25th Floor New York NY 10017 Telephone: (212) 750-8064 Fax: (212) 750-6630	Embassy of the Commonwealth of the Bahamas Chancery: 2220 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 319-2660 Fax: (202) 319-2668
Embassy of Angola Chancery: 2100 21st Street, NW Washington DC 20009 Telephone: (202) 785-1156 Fax: (202) 822-9049	Embassy of the State of Bahrain Chancery: 3502 International Drive, NW Washington DC 20008 Telephone: (202) 342-1111 Fax: (202) 362-2192
Embassy of Antigua and Barbuda Chancery: 3216 New Mexico Avenue, NW Washington DC 20016 Telephone: (202) 362-5122 Fax: (202) 362-5525	Embassy of the People's Republic of Bangladesh Chancery: 3510 International Drive, NW Washington DC 20008 Telephone: (202) 244-0183 Fax: (202) 244-2771
Embassy of the Argentine Republic Chancery: 1660 New Hampshire Avenue, NW Washington DC 20009 Telephone: (202) 238-6400 Fax: (202) 332-3171	Embassy of Barbados Chancery: 2144 Wyoming Avenue, NW Washington DC 20008 Telephone: (202) 939-9200 Fax: (202) 332-7467
Embassy of the Republic of Armenia Chancery: 2225 R Street	Embassy of the Republic of Belarus Chancery: 1619 New

Washington DC 20008 Telephone: (202) 319-1976 Fax: (202) 319-2982	Hampshire Avenue, NW Washington DC 20009 Telephone: (202) 986-1604 Fax: (202) 986-1805
Embassy of Belgium Chancery: 3330 Garfield Street, NW Washington DC 20008 Telephone: (202) 333-6900 Fax: (202) 333-3079	Embassy of Brunei Darussalam Chancery: 3520 International Court, NW Washington DC 20008 Telephone: (202) 237-1838 Fax: (202) 885-0560
Embassy of Belize Chancery: 2535 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 332-9636 Fax: (202) 332-6888	Embassy of the Republic of Bulgaria Chancery: 1621 22nd Street, NW Washington DC 20008 Telephone: (202) 387-0174 Fax: (202) 234-7973
Embassy of the Republic of Benin Chancery: 2124 Kalorama Road, NW Washington DC 20008 Telephone: (202) 232-6656 Fax: (202) 265-1996	Embassy of Burkina Faso Chancery: 2340 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 332-5577 Fax: (202) 667-1882
Embassy of Bhutan Chancery: (Consulate-General) 2 UN Plaza, 27th Floor New York NY 10017 Telephone: (212) 826-1919 Fax: (212) 826-2998	Embassy of the Union of Burma (see Myanmar) Chancery: 2300 S Street, NW Washington DC 20008 Telephone: (202) 332-3344 Fax: (202) 332-4351
Embassy of Bolivia Chancery: 3014 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 483-4410 Fax: (202) 328-3712	Embassy of the Republic of Burundi Chancery: 2233 Wisconsin Avenue, NW, Suite 212 Washington DC 20007 Telephone: (202) 342-2574 Fax: (202) 342-2578
Embassy of Bosnia and Herzegovina Chancery: 2109 E Street NW Washington DC 20037 Telephone: (202) 337-1500 Fax: (202) 337-1502	Royal Embassy of Cambodia Chancery: 4530 16th Street, NW Washington DC 20011 Telephone: (202) 686-0404 Fax: (202) 726-8381

Embassy of Botswana Chancery: 1531-1533 New Hampshire Avenue, NW Washington DC 20036 Telephone: (202) 244-4990 Fax: (202) 244-4164	Embassy of the Republic of Cameroon Chancery: 3400 International Drive, NW Washington DC 20008 Telephone: (202) 265-8790 Fax: (202) 387-3826
Embassy of Brazil Chancery: 3006 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 238-2700 Fax: (202) 238-2827	Embassy of Canada Chancery: 501 Pennsylvania Avenue, NW Washington DC 20001 Telephone: (202) 682-1740 Fax: (202) 682-7726
Embassy of the Republic of Cape Verde Chancery: 3415 Massachusetts Avenue, NW Washington DC 20007 Telephone: (202) 965-6820 Fax: (202) 965-1207	Embassy of the Republic of the Congo Chancery: 1720 16th Street, NW Washington DC 20009 Telephone: (202) 726-5500 Fax: (202) 726-1860
Embassy of the Central African Republic Chancery: 1618 22nd Street, NW Washington DC 20008 Telephone: (202) 483-7800 Fax: (202) 332-9893	Embassy of Costa Rica Chancery: 2114 S Street, NW Washington DC 20008 Telephone: (202) 234-2945 or 2946 Fax: (202) 265-4795
Embassy of the Republic of Chad Chancery: 2401 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 652-1312 Fax: (202) 265-1937	Embassy of the Republic of Cote d'Ivoire (Ivory Coast) Chancery: 2424 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 797-0300
Embassy of Chile Chancery: 1732 Massachusetts Avenue, NW Washington DC 20036 Telephone: (202) 785-1746 Fax: (202) 887-5579	Embassy Cuba Interests Section Chancery: 2630 and 2639 16th Street, NW Washington DC 20009 Telephone: (202) 797-8518 Fax: (202) 986-7283
Embassy of the People's Republic of China Chancery: 3505 International	Embassy of the Republic of Croatia

Place, NW Washington DC 20008 Telephone: (202) 495-2266 Fax: (202) 495-2138	Chancery: 2343 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 588-5899 Fax: (202) 588-8936	
Embassy of Colombia Chancery: 2118 Leroy Place, NW Washington DC 20008 Telephone: (202) 387-8338 Fax: (202) 232-8643	Embassy of the Republic of Cyprus Chancery: 2211 R Street, NW Washington DC 20008 Telephone: (202) 462-5772 Fax: (202) 483-6710	
Embassy of the Federal and Islamic Republic of the Comoros Chancery: 420 E. 50th St. New York NY 10022 Telephone: (212) 750-1637 Fax: (212) 983-4712	Embassy of the Czech Republic Chancery: 3900 Spring of Freedom Street, NW Washington DC 20008 Telephone: (202) 274-9100 Fax: (202) 966-8540	
Embassy of the Democratic Republic of Congo Chancery: 1726 M Street t, NW Washington DC 20036 Telephone: (202) -234-7690 Fax: (202) 234-2609	Royal Danish Embassy Chancery: 3200 Whitehaven Street, NW Washington DC 20008 Telephone: (202) 234-4300 Fax: (202) 328-1470	
Embassy of the Republic of Djibouti Chancery: 1156 15th Street, NW, Suite 515 Washington DC 20005 Telephone: (202) 331-0270 Fax: (202) 331-0302	Embassy of the State of Eritrea Chancery: 1708 New Hampshire Ave, NW Washington DC 20009 Telephone: (202) 319-1991 Fax: (202) 319-1304	
Embassy of the Commonwealth of Dominica Chancery: 3216 New Mexico Avenue, NW Washington DC 20016 Telephone: (202) 364-6781/2 Fax: (202) 364-6791	Embassy of Estonia Chancery: 2131 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 588-0101 Fax: (202) 588-0108	
Embassy of the Dominican Republic Chancery: 1715 22nd Street, NW	Embassy of Ethiopia Chancery: 3506 International Drive, NW	

Washington DC 20008 Telephone: (202) 332-6280 Fax: (202) 265-8057	Washington DC 20008 Telephone: (202) 364-1200 Fax: (202) 587-0195	
Embassy of East Timor Chancery: 4201 Connecticut Avenue, NW, Suite 504 Washington DC 20008 Telephone: (202) 966-3202 Fax: (202) 966-3205	Embassy of the Republic of Fiji Islands Chancery: 2000 M Street, NW, Suite 710 Washington DC 20036 Telephone: (202) 337-8320 Fax: (202) 466- 8325	
Embassy of Ecuador Chancery: 2535 15th Street, NW Washington DC 20009 Telephone: (202) 234-7200 Fax: (202) 667-3482	Embassy of Finland Chancery: 3301 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 298-5800 Fax: (202) 298-6030	
Embassy of the Arab Republic of Egypt Chancery: 3521 International Court, NW Washington DC 20008 Telephone: (202) 895 5400 Fax: (202) 244-4319	Embassy of France Chancery: 4101 Reservoir Road, NW Washington DC 20007 Telephone: (202) 944-6000 Fax: (202) 944-6072	
Embassy of El Salvador Chancery: 1400 16th Street, NW Suite 100 Washington DC 20036 Telephone: (202) 595-7500 Fax: (202) 232-3763	Embassy of the Gabonese Republic Chancery: 2034 20th Street, NW, Suite 200 Washington DC 20009 Telephone: (202) 797-1000 Fax: (202) 332- 0668	
Embassy of Equatorial Guinea Chancery: 2020 16th Street, NW Washington DC 20009 Telephone: (202) 518-5700 Fax: (202) 518-5252	Embassy of the Gambia Chancery: 2233 Wisconsin Avenue, NW, Suite 240 Washington DC 20007 Telephone: (202) 785-1399 Fax: (202) 785-1430	
Embassy of the Republic of Georgia Chancery: 2209 Massachusetts Avenue NW Washington DC 20008 Telephone: (202) 387-2390 Fax: (202) 387-0864	Embassy of Guyana Chancery: 2490 Tracy Place, NW Washington DC 20008 Telephone: (202) 265-6900 Fax: (202) 232-1297	

Embassy of Germany Chancery: 4645 Reservoir Road, NW Washington DC 20007-1998 Telephone: (202) 298-4000 Fax: (202) 298-4249 or 333-2653	Embassy of the Republic of Haiti Chancery: 2311 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 332-4090 Fax: (202) 745-7215	
Embassy of Ghana Chancery: 3512 International Drive NW Washington DC 20008 Telephone: (202) 686-4520 Fax: (202) 686-4527	Embassy of Apostolic Nunciature, the Holy See (Vatican) Chancery: 3339 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 333-7121	
Embassy of Greece Chancery: 2217 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 939-1300 Fax: (202) 939-1324	Embassy of Honduras Chancery: 3007 Tilden Street, NW, Suite 4M Washington DC 20008 Telephone: (202) 966-7702 Fax: (202) 966-9751	
Embassy of Grenada Chancery: 1701 New Hampshire Ave., NW Washington DC 20009 Telephone: (202) 265-2561 Fax: (202) 265-2468	Embassy of the Republic of Hungary Chancery: 3910 Shoemaker Street, NW Washington DC 20008 Telephone: (202) 362-6730 Fax: (202) 966-8135	
Embassy of Guatemala Chancery: 2220 R Street, NW Washington DC 20008 Telephone: (202) 745-4952 Fax: (202) 745-1908	Embassy of Iceland Chancery: House of Sweden, 2900 K Street t, NW, #509 Washington DC 20007-1704 Telephone: (202) 265-6653 Fax: (202) 265-6656	
Embassy of the Republic of Guinea-Bissau Chancery: 15929 Yukon Lane Rockville MD 20855 Telephone: (301) 947-3958	Embassy of India Chancery: 2107 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 939-7000 Fax: (202) 265-4351	
Embassy of the Republic of Guinea Chancery: 2112 Leroy Place, NW	Embassy of the Republic of Indonesia Chancery: 2020	

Washington DC 20008 Telephone: (202) 986-4300	Massachusetts Avenue, NW Washington DC 20036 Telephone: (202) 775-5200 Fax: (202) 775-5365	
Embassy of Iranian Interests Section Chancery: 2209 Wisconsin Avenue NW Washington DC 20007 Telephone: (202) 965-4990 Fax: (202) 965-1073	Embassy of the Republic of Kazakhstan Chancery: 1401 16th Street, NW Washington DC 20036 Telephone: (202) 232-5488 Fax: (202) 232-5845	
Embassy of Iraq Chancery: 3421 Massachusetts Avenue, NW Washington DC 20007 Telephone: (202) 483-7500 Fax: (202) 462-5066	Embassy of Kenya Chancery: 2249 R. Street, NW Washington DC 20008 Telephone: (202) 387-6101 Fax: (202) 462-3829	
Embassy of Ireland Chancery: 2234 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 462-3939 Fax: (202) 232-5993	Embassy of the Republic of Korea Chancery: 2450 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 939-5600 Fax: (202) 797-0595	
	Embassy of the Republic of Kosovo Chancery: 1101 30th Street NW, Suite 330 Washington DC 20007	
Embassy of Israel Chancery: 3514 International Drive, NW Washington DC 20008 Telephone: (202) 364-5500 Fax: (202) 364-5423	Embassy of the State of Kuwait Chancery: 2940 Tilden Street, NW Washington DC 20008 Telephone: (202) 966-0702 Fax: (202) 364-2868	
Embassy of Italy Chancery: 3000 Whitehaven Street, NW Washington DC 20008 Telephone: (202) 612-4400 Fax: (202) 518-2154	Embassy of the Kyrgyz Republic Chancery: 2360 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 449-9822 Fax: (202) 395-7550	

Embassy of Jamaica Chancery: 1520 New Hampshire Avenue, NW Washington DC 20036 Telephone: (202) 452-0660 Fax: (202) 452-0081	Embassy of the Lao People's Democratic Republic Chancery: 2222 S Street, NW Washington DC 20008 Telephone: (202) 332-6416 Fax: (202) 332-4923	
Embassy of Japan Chancery: 2520 Massachusetts Avenue NW Washington DC 20008 Telephone: (202) 238-6700 Fax: (202) 328-2187	Embassy of Latvia Chancery: 2306 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 328-2840 Fax: (202) 328-2860	
Embassy of the Hashemite Kingdom of Jordan Chancery: 3504 International Drive, NW Washington DC 20008 Telephone: (202) 966-2664 Fax: (202) 966-3110	Embassy of Lebanon Chancery: 2560 28th Street, NW Washington DC 20008 Telephone: (202) 939-6300 Fax: (202) 939-6324	
Embassy of the Kingdom of Lesotho Chancery: 2511 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 797-5533 Fax: (202) 234-6815	Embassy of Malaysia Chancery: 3516 International Court, NW Washington DC 20008 Telephone: (202) 572-9700 Fax: (202) 572-9882	
Embassy of the Republic of Liberia Chancery: 5201 16th Street, NW Washington DC 20011 Telephone: (202) 723-0437 Fax: (202) 723-0436	Embassy of the Republic of Mali Chancery: 2130 R Street, NW Washington DC 20008 Telephone: (202) 332-2249 Fax: (202) 332-6603	
Embassy of Libya Chancery: 2600 Virginia Avenue, NW Suite 300 Washington DC 20037	Embassy of Maldives 800 2nd Avenue Suite 400E New York, NY 10017 Telephone (212) 599-6195 Fax (212) 661-6405	
Embassy of Liechtenstein Chancery: 2900 K Street , NW, Suite 602-B Washington DC 20007 Telephone: (202) 331-0590 Fax: (202) 331-3221	Embassy of Malta Chancery: 2017 Connecticut Avenue NW Washington DC 20008 Telephone: (202)	

	462-3611 Fax: (202) 387-5470	
Embassy of Lithuania Chancery: 2622 Sixteenth Street, NW Washington DC 20009-4202 Telephone: (202) 234-5860 Fax: (202) 328-0466	Embassy of the Republic of the Marshall Islands Chancery: 2433 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 234-5414 Fax: (202) 232-3236	
Embassy of Luxembourg Chancery: 2200 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 265-4171 Fax: (202) 328-8270	Embassy of the Islamic Republic of Mauritania Chancery: 2129 Leroy Place, NW Washington DC 20008 Telephone: (202) 232-5700 Fax: (202) 319-2623	
Embassy of the Republic of Macedonia Chancery: 2129 Wyoming Avenue, NW, Washington DC 20008 Telephone: (202) 667-0501 Fax: (202) 667-2131	Embassy of Mauritius Chancery: 4301 Connecticut Avenue, NW, Suite 441 Washington DC 20008 Telephone: (202) 244-1491 Fax: (202) 966-0983	
Embassy of the Republic of Madagascar Chancery: 2374 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 265-5525	Embassy of Mexico Chancery: 1911 Pennsylvania Avenue, NW Washington DC 20006 Telephone: (202) 728-1600 Fax: (202) 728-1698	
Embassy of Malawi Chancery: 2408 Massachusetts Avenue NW Washington DC 20008 Telephone: (202) 721-0270 Fax: (202) 265-0288	Embassy of the Federated States of Micronesia Chancery: 1725 N Street, NW Washington DC 20036 Telephone: (202) 223-4383 Fax: (202) 223-4391	
Embassy of the Republic of Moldova Chancery: 2101 S Street, NW Washington DC 20008 Telephone: (202) 667-1130/3137 Fax: (202) 667-1204	Embassy of New Zealand Chancery: 37 Observatory Circle Washington DC 20008 Telephone: (202) 328-4800 Fax: (202) 667-5227	
Embassy of Mongolia Chancery: 2833 M Street NW	Embassy of the Republic of Nicaragua	

Washington DC 20007 Telephone: (202) 333-7117 Fax: (202) 298 9227	Chancery: 1627 New Hampshire Avenue, NW Washington DC 20009 Telephone: (202) 939-6570 Fax: (202) 939-6542	
Embassy of Montenegro Chancery: 1610 New Hampshire Avenue NW Washington DC 20009 Telephone (202) 234-6108		
Embassy of the Kingdom of Morocco Chancery: 1601 21st Street, NW Washington DC 20009 Telephone: (202) 462-7979 Fax: (202) 265-0161	Embassy of the Republic of Niger Chancery: 2204 R Street, NW Washington DC 20008 Telephone: (202) 483-4224 Fax: (202) 483-3169	
Embassy of the Republic of Mozambique Chancery: 1525 New Hampshire Avenue Washington DC 20036 Telephone: (202) 293-7146 Fax: (202) 835-0245	Embassy of the Federal Republic of Nigeria Chancery: 1333 16th Street, NW Washington DC 20036 Telephone: (202) 986-8400 Fax: (202) 775-1385	
Embassy of the Republic of Namibia Chancery: 1605 New Hampshire Avenue, NW Washington DC 20009 Telephone: (202) 986-0540 Fax: (202) 986-0443	Royal Norwegian Embassy Chancery: 2720 34th Street, NW Washington DC 20008 Telephone: (202) 333-6000 Fax: (202) 337-0870	
Embassy of Nauru Chancery: 800 2nd Avenue New York NY 10017 Telephone: (212) 937-0074 Fax: (212) 937-0079	Embassy of the Sultanate of Oman Chancery: 2535 Belmont Road, NW Washington DC 20008 Telephone: (202) 387-1980 Fax: (202) 745-4933	
Royal Nepalese Embassy Chancery: 2131 Leroy Place, NW Washington DC 20008 Telephone: (202) 667-4550 Fax: (202) 667-5534	Embassy of the Islamic Republic of Pakistan Chancery: 3517 International Court Washington DC 20008 Telephone: (202) 243-6500	

	Fax: (202) 686-1534	
<p>Royal Netherlands Embassy</p> <p>Chancery: 4200 Linnean Avenue, NW Washington DC 20008 Telephone: (877) 388-2443 Fax: (202) 362-3430</p>	<p>Embassy of the Republic of Palau</p> <p>Chancery: 1700 Pennsylvania Avenue, NW, Suite 400</p> <p>Washington DC 20036 Telephone: (202) 452-6814 Fax (202) 452-6281</p>	
<p>Embassy of the Republic of Panama</p> <p>Chancery: 2862 McGill Terrace, NW Washington DC 20008 Telephone: (202) 483-1407 Fax: (202) 483-8413</p>	<p>Embassy of Romania</p> <p>Chancery: 1607 23rd Street, NW</p> <p>Washington DC 20008 Telephone: (202) 332-4848 Fax: (202) 232-4748</p>	
<p>Embassy of Papua New Guinea</p> <p>Chancery: 1779 Massachusetts Ave. NW, Suite 805</p> <p>Washington DC 20036 Telephone: (202) 745-3680 Fax: (202) 745-3679</p>	<p>Embassy of the Russian Federation</p> <p>Chancery: 2650 Wisconsin Avenue, NW</p> <p>Washington DC 20007 Telephone: (202) 298-5700 Fax: (202) 298-5735</p>	
<p>Embassy of Paraguay Chancery: 2400 Massachusetts Avenue, NW</p> <p>Washington DC 20008 Telephone: (202) 483-6960 Fax: (202) 234-4508</p>	<p>Embassy of the Republic of Rwanda</p> <p>Chancery: 1714 New Hampshire Avenue, NW Washington DC 20009 Telephone: (202) 232-2882 Fax: (202) 232-4544</p>	
<p>Embassy of Peru Chancery: 1700 Massachusetts Avenue, NW</p> <p>Washington DC 20036 Telephone: (202) 833-9860 Fax: (202) 659-8124</p>	<p>Embassy of Saint Kitts and Nevis</p> <p>Chancery: 3216 New Mexico Avenue, NW Washington DC 20016 Telephone: (202) 686-2636 Fax: (202) 686-5740</p>	
<p>Embassy of the Philippines</p> <p>Chancery: 1600 Massachusetts Avenue, NW</p>	<p>Embassy of Saint Lucia</p> <p>Chancery: 3216 New Mexico Avenue, NW</p> <p>Washington DC 20016</p>	

Washington DC 20036 Telephone: (202) 467-9300 Fax: (202) 467-9417	Telephone: (202) 364-6792/93/94/95 Fax: (202) 364-6723	
Embassy of Republic of Poland Chancery: 2640 16th Street, NW Washington DC 20009 Telephone: (202) 234 3800 Fax: (202) 328-6271	Embassy of Saint Vincent and the Grenadines Chancery: 3216 New Mexico Avenue, NW Washington DC 20016 Telephone: (202) 364-6730 Fax: (202) 364-6736	
Embassy of Portugal Chancery:2012 Massachusetts Avenue, NW Washington DC 20036 Telephone: (202) 350–5400 Fax: (202) 462-3726	Embassy of the Independent State of Samoa (Western Samoa) Chancery: 800 Second Avenue, Suite 400D New York, NY 10017 Telephone: (212) 599-6196 Fax: (212) 599-0797	
Embassy of the State of Qatar Chancery: 2555 M Street, NW Washington DC 20037 Telephone: (202) 274-1600 Fax: (202) 237-0061	Royal Embassy of Saudi Arabia Chancery: 601 New Hampshire Avenue, NW Washington DC 20037 Telephone: (202) 337-4076	
	Embassy of South Sudan Chancery: 1233 20th Street, NW Suite 602 Washington DC 20036 Telephone (202) 293–7940 Fax (202) 293– 7941	
Embassy of the Republic of Senegal Chancery: 2031 Florida Avenue , NW Washington DC 20009 Telephone: (202) 629–2961 Fax: (202) 332-6315	Embassy of Spain Chancery: 2375 Pennsylvania Avenue, NW Washington DC 20037 Telephone: (202) 452-0100 Fax: (202) 833-5670	
Embassy of Serbia Chancery: 2134 Kalorama Rd., NW Washington DC 20008 Telephone (202) 32–0333 Fax (202) 332–3933		
Embassy of the Republic of Seychelles Chancery: 800 Second Avenue, Suite 400	Embassy of Sri Lanka Chancery: 2148 Wyoming Avenue, NW Washington DC 20008	

New York NY 10017 Telephone: (212) 687-9766 Fax: (212) 972-1786	Telephone: (202) 483-4025 Fax: (202) 232-7181	
Embassy of Sierra Leone Chancery: 1701 19th Street, NW Washington DC 20009 Telephone: (202) 939-9261 Fax: (202) 483-1793	Embassy of the Republic of the Sudan Chancery: 2210 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 338-8565 Fax: (202) 667-2406	
Embassy of the Republic of Singapore Chancery: 3501 International Place, NW Washington DC 20008 Telephone: (202) 537-3100 Fax: (202) 537-0876	Embassy of the Republic of Suriname Chancery: 4301 Connecticut Avenue, NW, Suite 460 Washington DC 20008 Telephone: (202) 244-7488 Fax: (202) 244-5878	
Embassy of the Slovak Republic Chancery: 3523 International Court, NW Washington DC 20008 Telephone: (202) 237-1054 Fax: (202) 237-6438	Embassy of the Kingdom of Swaziland Chancery: 1712 New Hampshire Ave, NW Washington DC 20009 Telephone: (202) 234-5002 Fax: (202) 234-8254	
Embassy of the Republic of Slovenia Chancery: 2410 California Street, NW Washington DC 20008 Telephone: (202) 386-6601 Fax: (202) 386-6633	Embassy of Sweden Chancery: 2900 K Street, NW Washington DC 20005 Telephone: (202) 467-2600 Fax: (202) 467-2699	
Embassy of Solomon Islands Chancery: 800 2nd Avenue, Suite 400L New York NY 10017 Telephone: (212) 559-6192 Fax: (212) 661-8925	Embassy of Switzerland Chancery: 2900 Cathedral Avenue, NW Washington DC 20008 Telephone: (202) 745-7900 Fax: (202) 387-2564	
Embassy of South Africa Chancery: 3051 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 232-4400 Fax: (202) 265-1607	Embassy of the Syrian Arab Republic Chancery: 2215 Wyoming Avenue, NW Washington DC 20008 Telephone: (202) 232-6313	

	Fax: (202) 234-9548	
Embassy of Tajikistan Chancery: 1005 New Hampshire Avenue, NW Washington DC 20037 Telephone: (202) 223-6090 Fax: (202) 223-6091	Embassy of the Republic of Turkey Chancery: 2525 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 612-6700 Fax: (202) 612-6744	
Embassy of the Republic of China on Taiwan Chancery: 4201 Wisconsin Avenue, NW Washington DC 20016 Telephone: (202) 895-1800 Fax: (202) 966-0825 Note: The US does not formally recognize the Republic of China on Taiwan but maintains ties through other means.	Embassy of Turkmenistan Chancery: 2207 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 588-1500 Fax: (202) 280-1003	
Embassy of the United Republic of Tanzania Chancery: 1232 22nd Street, NW Washington DC 20037 Telephone: (202) 884-1080 Fax: (202) 797-7408	Embassy of the Republic of Uganda Chancery: 5911 16th Street, NW Washington DC 20011 Telephone: (202) 726-7100 Fax: (202) 726-1727	
Royal Thai Embassy Chancery: 1024 Wisconsin Avenue, NW, Suite 401 Washington DC 20007 Telephone: (202) 944-3600 Fax: (202) 944-3611	Embassy of Ukraine Chancery: 3350 M Street, NW Washington DC 20007 Telephone: (202) 333-0606 Fax: (202) 333-0817	
Embassy of the Republic of Togo Chancery: 2208 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 234-4212 Fax: (202) 232-3190	Embassy of the United Arab Emirates Chancery: 3522 International Court, NW, Suite 400 Washington DC 20008 Telephone: (202) 243-2400 Fax: (202) 243-2432	
Embassy of the Kingdom of Tonga Chancery: 800 Second Avenue, Suite 400 B New York NY 10017	Embassy of the United Kingdom of Great Britain and Northern Ireland Chancery: 3100 Massachusetts Ave, NW Washington DC 20008 Telephone: (202) 588-6500 Fax: (202) 588-7870	
Embassy of the Republic of Trinidad and Tobago Chancery: 1708 Massachusetts Avenue, NW	Embassy of Uruguay Chancery: 1913 I (Eye) Street, NW	

Washington DC 20036 Telephone: (202) 467-6490 Fax: (202) 785-3130	Washington DC 20006 Telephone: (202) 331-1313 Fax: (202) 331-8142	
Embassy of Tunisia Chancery: 1515 Massachusetts Avenue, NW Washington DC 20005 Telephone: (202) 862-1850 Fax: (202) 862-1858	Embassy of the Republic of Uzbekistan Chancery: 1746 Massachusetts Avenue, NW Washington DC 20036 Telephone: (202) 887-5300 Fax: (202) 293-6804	
Embassy of the Republic of Venezuela Chancery: 1099 30th Street NW Washington DC 20007 Telephone: (202) 342-2214 Fax: (202) 342-6820		
Embassy of the Socialist Republic of Vietnam Chancery: 1233 20th Street NW, Suite 400 Washington DC 20037 Telephone: (202) 861-0737 Fax: (202) 861-0917	Embassy of the Republic of Zambia Chancery: 2419 Massachusetts Avenue, NW Washington DC 20008 Telephone: (202) 265-9717 Fax: (202) 265-9718	
Embassy of the Republic of Yemen Chancery: 2319 Wyoming Avenue, NW Washington DC 20008 Telephone: (202) 965-4760 Fax: (202) 337-2017	Embassy of the Republic of Zimbabwe Chancery: 1608 New Hampshire Avenue, NW Washington DC 20009 Telephone: (202) 332-7100 Fax: (202) 483-9326	