

### **Helsinki:**

For no-fee notarized copies, you will need to mail all original documents to:  
American Embassy, Consular section/ACS, Itainen Puistotie 14 B, 00140 Helsinki.  
Please include a self-addressed, prepaid return envelope for **registered** mail so that the embassy can return the original documents to you by Registered post. (Contact your local post office for further information.)

### **Stockholm:**

In order to return your original documents, the Consular section/ACS need a self-addressed postage label for registered mail (rekommenderad post). Please follow the instructions below to order the shipment label:

1. Go to the following site: <https://portal.postnord.com/skickadirekt/#/>
  - a. Choose REK postage and the weight of 50g-2kg (63,50 SEK)
  - b. Use the following From/Från address:  
US Embassy Attn: ACS  
Dag Hammarskjölds väg 31  
115 89 Stockholm
  - c. Use the name and address in the “To (Till)” field of the person to whom the embassy will return the original documents and notarized copies
  - d. Be advised that the addressee must present a valid Swedish ID to retrieve registered mail from the designated local delivery location.
2. Choose one of the options below to deliver the shipping label to Consular/ACS:
  - a. Save the shipping label to your computer and email it to us at [stkacsinfo@state.gov](mailto:stkacsinfo@state.gov)
  - b. Print the shipping label and include it with your documents.

### **Copenhagen:**

Obtain a pre-paid label (with **90 DKK in stamps** from [www.postnord.dk](http://www.postnord.dk)), and affix it on a self-addressed envelope that you include in the mailing with your original documents, to the address below. **IMPORTANT: Write a return address on BOTH the mailing and self-addressed envelopes! [All envelopes without a return address will be rejected].**

**Send in the originals with a photocopy of each original document to:**

U.S. Embassy Copenhagen  
American Citizen Services Unit  
Dag Hammarskjöld's Allé 24  
DK – 2100 Copenhagen 0

### **Reykjavik:**

Please send an email to [reykjavikconsular@state.gov](mailto:reykjavikconsular@state.gov) requesting an appointment or assistance for notarized copies of original documents by mail.