



# CONSULAR NOTIFICATION AND ACCESS REFERENCE CARD

Instructions for Arrests and Detentions of Foreign Nationals

**This card summarizes for law enforcement officials the basic consular notification procedures to follow upon the arrest or detention of a foreign national. For more detailed instructions and legal material, see the Department of State publication *Consular Notification and Access*. The complete publication is available at <http://travel.state.gov/CNA>**

**QUESTIONS MAY ALSO BE ADDRESSED TO:**

**U.S. DEPARTMENT OF STATE  
CA/P, SA-17, 12<sup>TH</sup> FLOOR  
WASHINGTON, DC 20522-1712**

**Telephone: (202)485-7703 Fax: (202)485-6170**

**Email: [consnot@state.gov](mailto:consnot@state.gov)**

## STEPS TO FOLLOW WHEN A FOREIGN NATIONAL IS ARRESTED OR DETAINED<sup>1</sup>

1. Determine the foreign national's country of nationality. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national is traveling.
2. If the foreign national's country is **NOT** on the list of "mandatory notification" ("list") countries and jurisdictions:
  - Use Statement 1 on the back of this card to inform the national, without delay, that he or she may have his or her consular officers notified and may communicate with them.
  - If the foreign national requests that his or her consular officers be notified, notify the nearest embassy or consulate of the foreign national's country without delay.
  - Forward any communication from the foreign national to his or her consular officers without delay.
3. If the foreign national's country is on the list of "mandatory notification" ("list") countries:
  - Notify that country's nearest embassy or consulate, without delay, of the arrest or detention.
  - Use Statement 2 on the back of this card to tell the national, without delay, that you are making this notification and that he or she may communicate with the consulate.
  - Forward any communication from the foreign national to his or her consular officers without delay.
4. Keep a written record of:
  - What information you provided to the foreign national and when.
  - The foreign national's requests, if any.
  - Whether you notified consular officers and, if so, the date and time and the means used to notify them (e.g., fax, email or phone.) If you used fax or email to notify the consular officers, you should keep the fax confirmation sheet or sent email in your records.
  - Any other relevant actions taken.

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<sup>1</sup>These steps should be followed for all foreign nationals, regardless of their immigration status.

## MANDATORY NOTIFICATION “LIST” COUNTRIES

Albania	Malta
Algeria	Mauritius
Antigua and Barbuda	Moldova
Armenia	Mongolia
Azerbaijan	Nigeria
Bahamas	Philippines
Barbados	Poland <sup>2</sup>
Belarus	Romania
Belize	Russia
Brunei	Saint Kitts and Nevis
Bulgaria	Saint Lucia
China (including Macao and Hong Kong) <sup>1</sup>	Saint Vincent and the Grenadines
Costa Rica	Seychelles
Cyprus	Sierra Leone
Czech Republic	Singapore
Dominica	Slovakia
Fiji	Tajikistan
Gambia	Tanzania
Georgia	Tonga
Ghana	Trinidad and Tobago
Grenada	Tunisia
Guyana	Turkmenistan
Hungary	Tuvalu
Jamaica	Ukraine
Kazakhstan	United Kingdom <sup>3</sup>
Kiribati	Uzbekistan
Kuwait	Zambia
Kyrgyzstan	Zimbabwe
Malaysia	

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<sup>1</sup>Does not include Republic of China (Taiwan) passport holders.

<sup>2</sup>Mandatory for non-permanent only.

<sup>3</sup>U.K. includes Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Montserrat, and the Turks and Caicos Islands. Residents' passports bear the name of their territory and may also bear the name "United Kingdom."



## SUGGESTED STATEMENTS TO ARRESTED OR DETAINED FOREIGN NATIONALS

### STATEMENT 1:

For All Foreign Nationals Except Those from  
“Mandatory Notification” Countries

As a non-U.S. citizen who is being arrested or detained, you may request that we notify your country’s consular officers here in the United States of your situation. You may also communicate with your consular officers. A consular officer may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. If you want us to notify your consular officers, you can request this notification now, or at any time in the future. Do you want us to notify your consular officers at this time?

### STATEMENT 2:

For Foreign Nationals from  
“Mandatory Notification” Countries

Because of your nationality, we are required to notify your country’s consular officers here in the United States that you have been arrested or detained. We will do this as soon as possible. In addition, you may communicate with your consular officers. You are not required to accept their assistance, but your consular officers may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. Please sign to show that you have received this information.