



Foreign Embassy and Consulate Database User Manual

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I. Home Page


Welcome to the Foreign Embassy and Consulate Database. This manual is a general overview to help you view and search the database.

The home page displays all the foreign missions in the United States organized alphabetically.

Welcome to the Foreign Embassy and Consulate Database [Explore DC Embassies](#)

Search for: **a country** [find it](#) **jurisdiction by state** [find it](#) **translator by language** [find it](#) [Show All](#)

Foreign Mission Information **User Comments**


 **Algeria**

Embassy
2118 Kalorama Road
Washington DC 20008
<http://www.algeria-us.org/> [go to website](#)
phone number 458 894-7845
fax number 452 458-8956
[view map of this foreign mission](#)

Certified Translators

Jurisdiction
DC Yovanni Gallardo Arabic
RI Mike Cameron Berber

Foreign Mission Information **User Comments**

 **Algeria**

Consulate
123 Consulate Rd
Atlanta GA 32568
<http://www.algeria-us.org/> [go to website](#)
phone number 451 895-7845

Certified Translators

Jurisdiction
GA
MS
FL

Questions, suggestions, complaints? [Email us at mdue@fakelibrary.org](mailto:mdue@fakelibrary.org)

There are two tabs, Foreign Mission Information and User Comments. Under the Foreign Mission Information tab the following information is presented: Country name, nature of mission (embassy or consulate), flag, street address, phone and fax numbers and web address. If you would like to visit the website simply click on the 'go to website' button. In addition, you can view Google Maps of the mission location

by clicking on 'view map of this foreign mission.' Also displayed are the states the mission has jurisdiction in and, if the missions has certified translators, their names and language specialty.

The database can be browsed but if you are looking for a particular mission we have set up three main search functions for your convenience. All three have drop down menus (black background) for you to select from. After selecting from the drop down list click on 'find it' to perform the search.



The image shows a search interface with a green background. It features three search categories, each with a dropdown menu and a 'find it' button. The first category is 'a country' with 'Kenya' selected. The second is 'jurisdiction by state' with 'HI' selected. The third is 'translator by language' with 'Gilbertese' selected. To the right of these is a 'Show All' button.

Search for:

- a country: this search will present all embassies and consulates of a particular nation
- jurisdiction by state: this will present all the foreign missions that have jurisdiction in a particular state.
- translator by language: this search outputs all the missions with certified translators of a language you select.

To return to the browsable list simply click the 'Show All' button.


II. User Comments

The 'User Comments' tab displays comments made by previous users of the database.

Welcome to the Foreign Embassy and Consulate Database [Explore DC Embassies](#)

Search for: **a country** **jurisdiction by state** **translator by language**

Foreign Mission Information | **User Comments**




Algeria

Jurisdiction
DC
RI

very helpful

Foreign Mission Information | **User Comments**



Algeria

Jurisdiction
FL
GA
MS

Questions, suggestions, complaints?

If you would like to share an experience you've had with a particular embassy or consulate simply click the 'Add your own comment' button.



The following page will be displayed.

User Comments [Go Home](#)

Select foreign mission here:

Add your comment below

[Nevermind, I don't want to leave a comment, take me home](#)

[Add another comment](#)

Your comments assist future users of the database and are strongly encouraged. Once you've added your comment simply click 'Go Home' to return to the home page. Or use the bottom two buttons to cancel your comment or to add another comment.

III. DC Embassies

On the home page there is a button labeled 'Explore DC Embassies' located on the top right of the screen.



Clicking this button will take you to the following page:

Washington, DC Embassies


search by neighborhood, region of the world represented or both

Search

neighborhood

a region of the world

Embassy Information



| | |
|--|------------------------------------|
| Algeria | Neighborhood |
| 2118 Kalorama Road | Embassy Row |
| Washington DC 20008 | Region of world represented |
| http://www.algeria-us.org/ <input type="button" value="go to website"/> | Africa |
| Phone Number 458 894-7845 | |
| Fax Number 452 458-8956 | |

The neighborhood in DC the embassy is located in as well as the region of the world represented is included on this page along with the address and contact information of the embassy. Like the home page you can browse through all the embassies or search for a particular country using the Search field in the top left corner.

For your convenience we have added another search capability for you. You can search for embassies in a specific neighborhood in DC or embassies from a particular region of the world. You can also search for both together, for example you may want to search for African embassies in the neighborhood of Cleveland Park, this can be done by selecting Cleveland Park and Africa from the drop down menus and clicking the 'find' button.

search by neighborhood, region of the world represented or both

neighborhood

a region of the world

- Africa
- Asia
- Europe
- North and Central America
- South America
- Oceania
- leave blank

Also included on this page is a map of the embassy. Simply click on the Map tab and Google Maps of the embassy address appears.

Embassy Information **Map**

Argentina

[Web](#) [Images](#) [Videos](#) [Maps](#) [News](#) [Shopping](#) [Gmail](#) [more](#) [Sign in](#) | [Help](#)

Google maps [Show search options](#)

Find businesses, addresses and places of interest. [Learn more.](#)

[Get Directions](#) [My Maps](#)

1600 New Hampshire Ave NW
Washington, DC 20009

Selected businesses at this address:
[Argentina Embassy](#)
[Argentine Embassy](#)
[All businesses at this address »](#)

Sponsored Links
[Buenos Aires](#)
 Find Buenos Aires Travel Discounts.
 Travelocity Guarantees Low Prices.
www.Travelocity.com

Address:
 1600 New Hampshire Ave NW
 Washington, DC 20009

[Get directions](#) - [Search nearby](#)
[Zoom here](#) - [Save to My Maps](#) - [Send](#)
[Edit](#)

[Street view](#)

You can click within the Google Maps window to zoom in or out.

To navigate back to the home page click on the 'Go Home' button on the top right corner.

Thank you for visiting the database. Your questions and comments are welcomed.

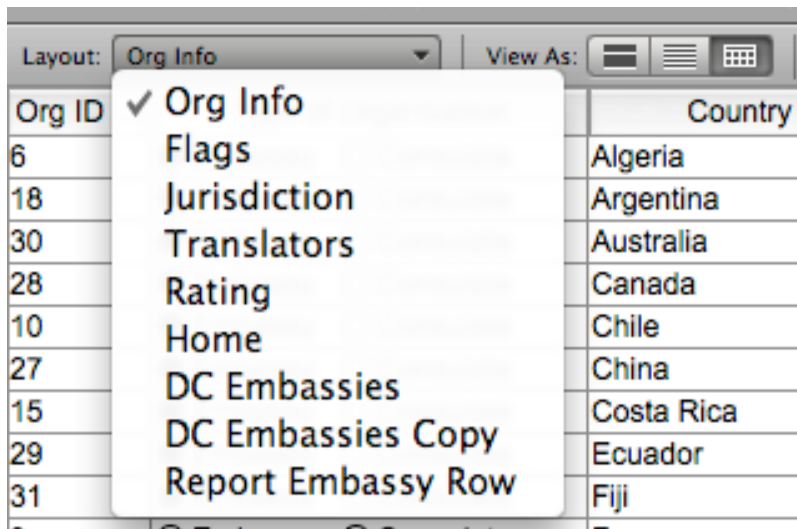
Click on the 'email us' button located in the bottom right corner of the home page to send an email. We look forward to hearing from you!



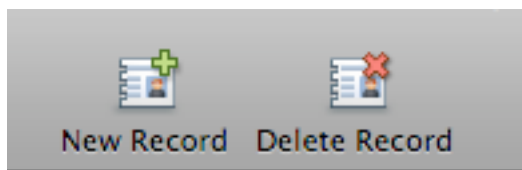
For Library Staff inputting data

There are four main layouts to input data. They are:

- A. Org Info
- B. Flags
- C. Jurisdiction
- D. Translators



Go to the Org Info layout **first** when entering a new foreign mission. Click on 'New Record' to enter a new embassy or consulate.



(At some point you may need to use the 'Delete Record' button, if so be very careful, once it is deleted **it won't come back**; there is no undo in this database.)

The Org ID will be automatically be generated so skip that and enter in the basic information asked for: country, address, web address, etc. If it is an embassy don't forget to add the region of world represented and neighborhood in DC information.

Next, move onto the Flags layout. Put in the country name as it is written in the Org Info layout and insert a picture of the flag where it says 'Flag.'



| Country | Flag |
|----------------------|---|
| Kenya |  |
| France |  |
| Republic of Marshall |  |
| Algeria |  |
| Chile |  |
| Slovenia |  |
| Costa Rica |  |
| Panama |  |
| Argentina |  |
| Republic of the |  |
| Rwanda |  |

You only need to add a flag one time for one country.

Move onto the Jurisdiction layout. Here you will need to add a new record for **each state** an embassy or consulate has jurisdiction in.

| Org ID ... | Org Info::Country | State |
|------------|------------------------------|-------|
| 1 | Republic of Marshall Islands | HI |
| 1 | Republic of Marshall Islands | CA |
| 1 | Republic of Marshall Islands | WA |
| 1 | Republic of Marshall Islands | OR |
| 1 | Republic of Marshall Islands | NV |
| 2 | Republic of Marshall Islands | DC |
| 2 | Republic of Marshall Islands | RI |
| 3 | France | DC |
| 3 | France | RI |
| 4 | France | NY |
| 4 | France | MA |
| 4 | France | VA |
| 4 | France | MD |

Don't worry about knowing the Org ID, a drop down list will appear with the name of the country and the state the mission is located in, as shown below.

| | | |
|------------------------------|--------|----|
| ↓ | France | VA |
| ↓ | France | MD |
| <hr/> | | |
| Algeria | CA | DC |
| Algeria | DC | DC |
| Algeria | GA | RI |
| Argentina | DC | GA |
| Chile | DC | MS |
| Chile | GA | FL |
| Chile | NY | CA |
| Costa Rica | DC | WA |
| Costa Rica | NY | OR |
| France | DC | NV |
| France | NY | CA |
| Kenya | CA | WA |
| Kenya | DC | OR |
| Panama | DC | NV |
| Republic of Marshall Islands | DC | RI |
| Kenya | | |

Use the Translator layout to add certified translators of an embassy or consulate.

| Org ... | ::country in addition state | First Name | Last Name | Language |
|---------|---------------------------------|------------|-------------|-------------|
| 6 | Algeria DC | Mike | Cameron | Berber |
| 6 | Algeria DC | Yovanni | Gallardo | Arabic |
| 10 | Chile DC | Carl | Crawford | Spanish |
| 10 | Chile DC | Ryan | Zimmerman | Spanish |
| 10 | Chile DC | Matt | Cain | Mapudungun |
| 15 | Costa Rica DC | Prince | Fielder | Spanish |
| 3 | France DC | Fred | Frenchy | French |
| 3 | France DC | Sean | Figgins | French |
| 5 | Kenya DC | Adam | Dunn | Swahili |
| 5 | Kenya DC | Edwin | Encarnacion | Swahili |
| 5 | Kenya DC | Joey | Votto | Panjabi |
| 2 | Republic of Marshall Islands DC | Hank | Blalock | Marshallese |
| 2 | Republic of Marshall Islands DC | Brandon | Phillips | Gilbertese |
| 19 | Republic of the Congo DC | Ian | Kinsler | French |
| 13 | Slovenia DC | Jon | Garland | Slovene |
| 13 | Slovenia DC | Aaron | Boone | Slovene |
| 13 | Slovenia DC | Dmitri | Young | Italian |
| 13 | Slovenia DC | Barry | Larkin | Hungarian |
| 13 | Slovenia DC | Dan | Haren | Italian |
| 14 | Slovenia NY | Johnny | Cueto | Slovene |

Create a new record for **each translator**.

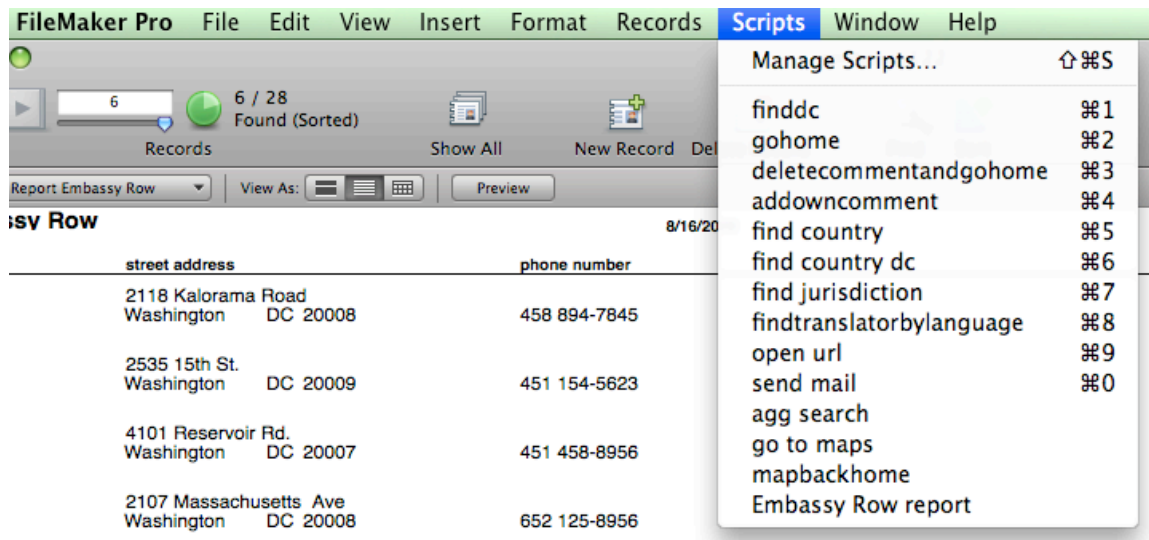
Now you're all done! Go to the Home layout to double check your entry and admire your handiwork.

Special Feature

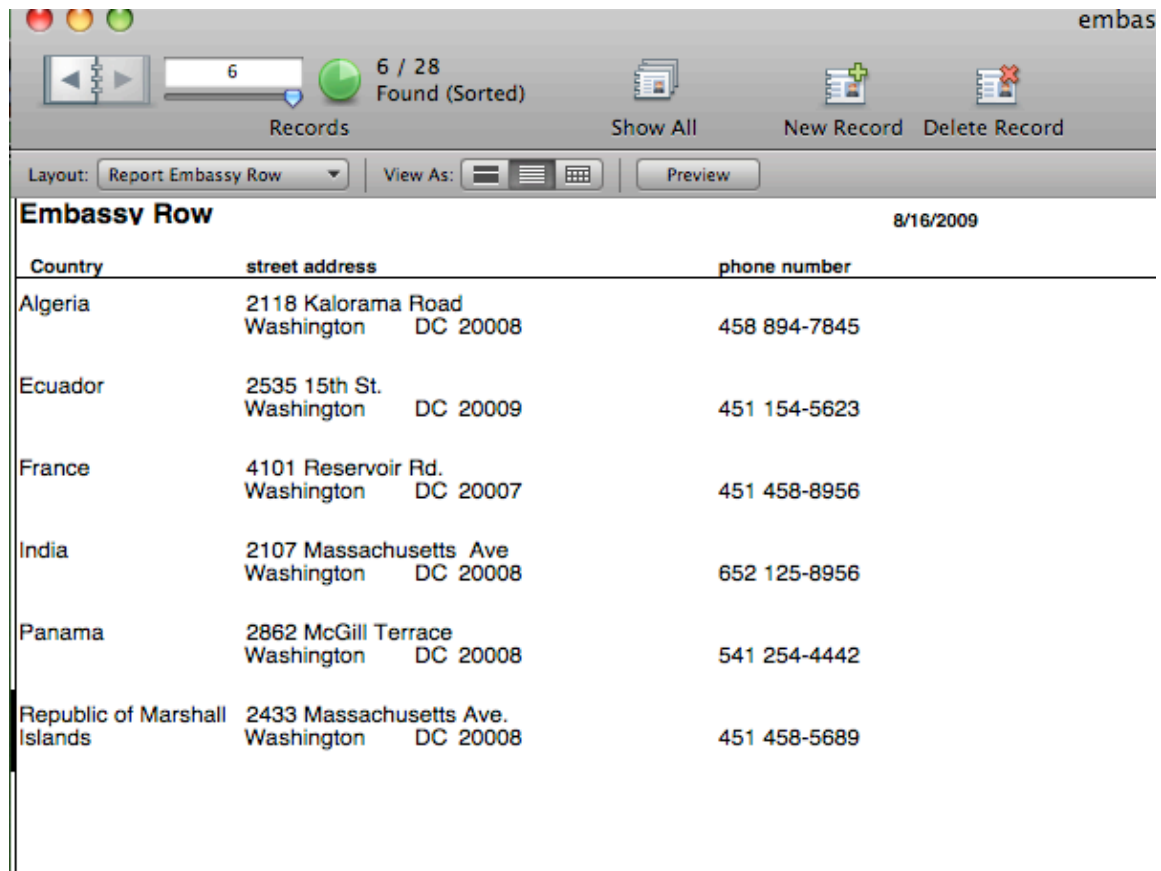
At the recommendation of a fellow librarian on the database committee I have created a special script. This script will present a printable layout of all the embassies in Embassy Row. We are asked for this list quite often and now with just a few clicks we can print an up-to-date list for our patrons.

Here's how:

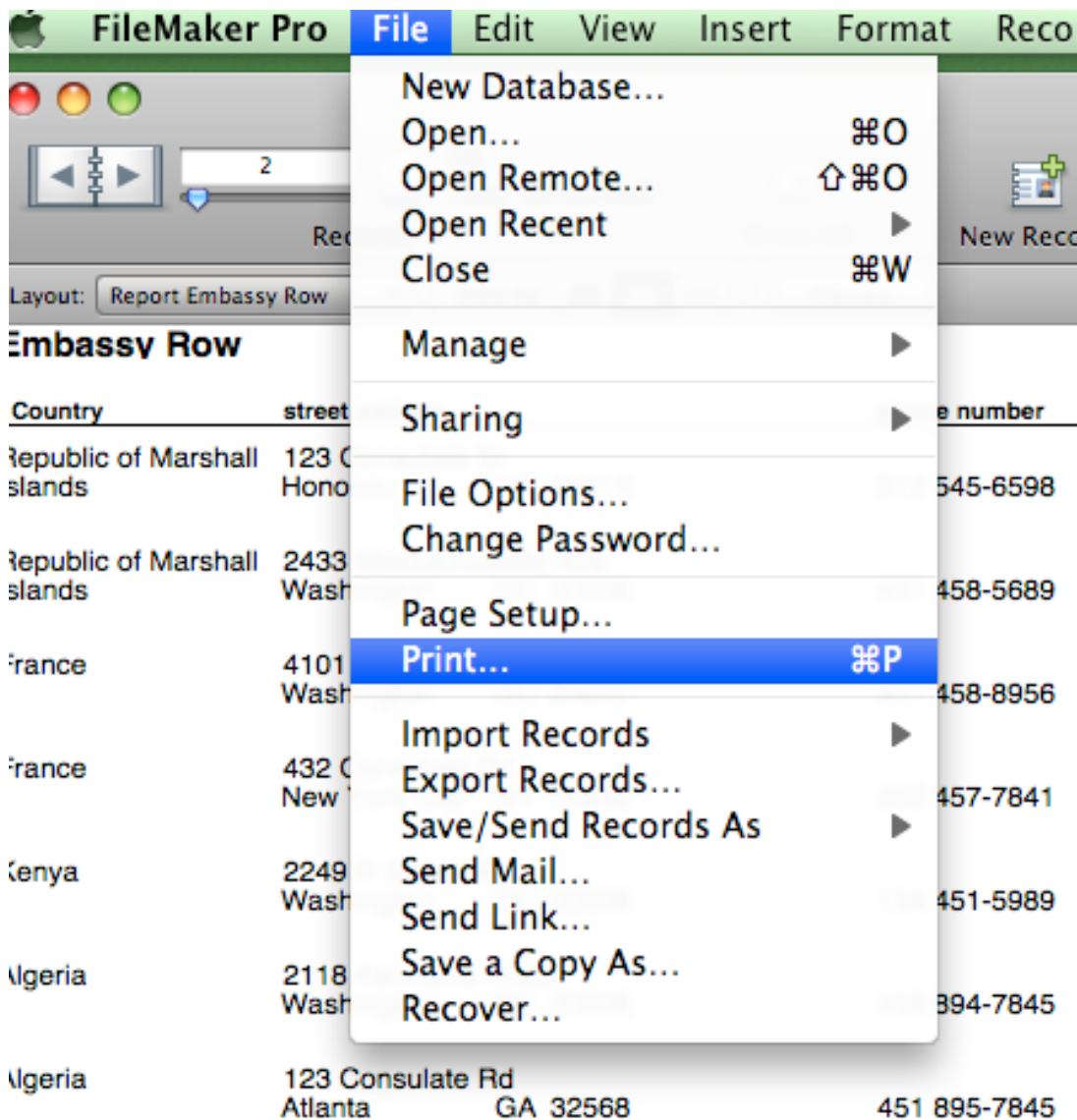
From the Scripts Menu select Embassy Row report, it will be the last script listed.



The following screen will appear after you click on Embassy Row report.



Next, select Print from the File Menu, follow the prompts, and the report will be printed.



I can create scripts for other neighborhoods as well, just let me know what's needed and I'll do my best to include it in the database.