



## CONSULAR REPORT OF BIRTH ABROAD

[APPLICATION PROCESS: FOR CHILDREN UNDER THE AGE OF 18, BORN TO U.S. CITIZEN PARENT(S)]

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### CHECK LIST

October 2014

Please print out this checklist and bring it to your appointment, signed, and dated. You cannot apply for a report of birth and a passport without a scheduled appointment for each applicant (**the child**). Please check the appropriate box in front of each document that you bring with you. Many of the documents require you to submit both an original and photocopies. The documents should be placed in the same order as the checklist with the original on top of the copy. If you appear more than 30 minutes late for your scheduled appointment, your appointment will be canceled and you will need to make a new one.

**NOTE:** Upon completion all of the below required documents, please schedule an online appointment through our online calendar: <http://go.usa.gov/KtRT> by checking the third option (Report of Birth.)

Your interview appointment time will be 14:30. **Both parents and the child must be present at the time of the interview.** Our consular staff will collect the documentation and enter the information in the system. This may require some time depending on the volume of the documentation presented. After this process is complete, you will be asked to pay the fees and wait for your interview with a consular officer. If you appear without a completed application form and without the required documentation below, your appointment will be cancelled and you will be asked to leave and schedule a new appointment.

Please bring:

**This Signed Checklist.**

- Form DS-2029 (Application for a Consular Report of Birth Abroad):**  
<http://www.state.gov/documents/organization/156216.pdf> (PDF 344.87 KB).  
 This form is fill-able and you may fill it out before printing it. Handwritten form is also accepted, however, make sure it is clear and has no corrections. **Do not sign the form. If the form is not entirely filled, your appointment will be cancelled and you will be asked to leave and schedule a new appointment.**

**Important:** On the second page of the form, you will be asked to provide precise periods of time physically spent in the United States for the transmitting U.S. citizen parent. Please make sure to write all the dates that you traveled in and out of the country. For example: if you traveled to Europe for a two-week vacation and you don't remember the exact dates, you may write approximate dates just to reflect the two-week vacation as explained in the example highlighted below:

24. Precise Periods of Time in United States (if additional space is needed, please use the Section D Continuation Sheet)		
Place (City, State)	Date Time spent in USA (month-day-year)	
Bronx, NY	From 05/08/2000	To 12/24/2005
Bronx, NY	From 01/08/2006	To 08/01/2007
Bronx, NY	From 09/01/2007	To and so on...
	From	To

*Note: The example shows a period from 05/08/2000 to 12/24/2005 highlighted in yellow, and a period from 01/08/2006 to 08/01/2007 with an arrow pointing to it labeled "Time spent abroad".*

**Note:** If the U.S. citizen parent transmitting citizenship to the child is not present in Albania during this application, he or she needs to complete Form DS-5507 as explained below. The form must be then submitted by the non-transmitting parent.

- Form DS-5507 (Affidavit of Parentage, Physical Presence and Support):**  
<http://www.state.gov/documents/organization/126018.pdf> (PDF 280.52 KB).  
 This form is fill-able and you may fill it out before printing it. Handwritten form is also accepted, however, make sure it is clear and has no corrections otherwise will not be accepted.

This form is required for applications when the U.S. citizen parent transmitting citizenship to the child is not present in Albania during the application. However, a consular officer may determine that a DS-5507 is necessary based on the initial interview for any application.

Do not sign the form if the transmitting U.S. citizen parent will be present at the time of the interview. If the transmitting U.S. citizen parent is not present, the form must be signed by the U.S. citizen parent and notarized by a U.S. commissioned notary public, or by a U.S. consular officer of the U.S. Embassy abroad were the parent is located.

- Child's Foreign Birth Certificate:**  
 If child was born in Albania, the hospital will issue a report called "Birth Assistance Certificate" which you will need to submit to the office of civil registry having jurisdiction over yours or your spouse's place of residence in Albania. The civil registrar will then issue the child's birth certificate based on that hospital report. Please note that the certificate should be titled "BIRTH CERTIFICATE" not a "Personal Certificate". Bring the original of your child's birth certificate issued by the appropriate governmental authority with three photocopies. Please bring certified translations if the certificate is not in English. Albania's official issuing authority is the Office of Civil Status of the municipality where you are registered. Religious or hospital birth records are not acceptable.

**Growing up Photos of Child:**  
This is required for non-infants. Growing up photos should begin as near to birth as possible spanning to the present. Photos will be returned to you.

**Proof of Parents' U.S. Citizenship:**  
All documentation submitted as citizenship evidence will be returned to you. Please bring the original and one photocopy of one of the following primary evidence:

- Previously issued, undamaged U.S. Passport;
- Certified birth certificate issued by the city, county or state;
- Consular Report of Birth Abroad or Certification of Birth;
- Naturalization Certificate;
- Certificate of Citizenship.

If you cannot present the primary evidence of U.S. citizenship, you must submit secondary evidence of U.S. citizenship. Determine what form of secondary evidence is most appropriate for your situation based on the descriptions provided at [travel.state.gov](http://travel.state.gov) - <http://go.usa.gov/KtNd>.

**Note:** If the U.S. citizen parent is not present and cannot provide to the other parent who is applying the originals, he or she may submit certified true copies of the document notarized by a U.S. commissioned notary public, or by a U.S. consular officer of the U.S. Embassy abroad where the parent is located.

**Passport/Identification Document for the U.S. Citizen Parent(s):**  
The U.S. citizen parent(s) must present his/her current U.S. passport and three photocopies of the biographic page. The parent must also bring all previously used passports.

**Note:** If the U.S. citizen parent is not present and cannot provide to the other parent who is applying the originals, he or she may submit certified true copies of the document notarized by a U.S. commissioned notary public, or by a U.S. consular officer of the U.S. Embassy abroad where the parent is located.

**Passport/Identification Document for Non-U.S. Citizen Parent:**  
The non-U.S. citizen parent must bring his/her passport and two photocopies of the biographic page.

**Parents' Marriage Certificate, (if applicable):**  
Please bring the original Marriage Certificate and one photocopy of the document. Please bring certified translations if the certificate is not in English.

**Divorce and Annulment Decrees/Death Certificates, (if applicable):**  
Parents will need to show termination of all prior marriages. Please bring the original and one photocopy of the document. Please bring certified translations if the certificate is not in English.

- Evidence of Physical Presence and Residency in the United States:**  
The U.S. citizen parent must bring proof of having lived in the United States before the child's birth. Please bring the originals of each document.

How you prove you were physically present will depend a lot on your situation. There is no one-size-fits-all answer. Some examples of acceptable evidence include school transcripts, income tax returns which you can obtain online at [irs.gov](http://irs.gov) - <http://go.usa.gov/Kt5P>, utility bills in the name of the parent, employment records, military records, and or medical records, old passports with entry-exit stamps (you may also request under the Freedom of Information Act (FOIA) for certified entry/exit records through the U.S. Customs and Border Protection (CBP) as instructed at their website <http://go.usa.gov/8YHw>.) The more you can provide, the easier it will be for the consular officer to approve the CRBA.

Visit the U.S. Department of State's Bureau of Consular Affairs web page "[Acquisition of U.S. Citizenship by a Child Born Abroad](http://go.usa.gov/KtNC)" found at <http://go.usa.gov/KtNC> to learn more on the U.S. citizenship law requirements on physical presence.

**Note:** If the U.S. citizen parent is not present and cannot provide to the other parent who is applying the originals, he or she may submit certified true copies of the document notarized by a U.S. commissioned notary public, or by a U.S. consular officer of the U.S. Embassy abroad were the parent is located.

- Prenatal Records and/or Other Evidence of Mother's Pregnancy.**  
Please bring the originals such as doctor's recommendations, fee receipts, echography, etc.

- Evidence of the Couple's Relationship Prior to the Conception of the Child:**  
The burden of proving a claim to U.S. citizenship, including blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Please bring the originals.

Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available in conjunction with a CRBA or Passport application. The DNA test can be done only when the consular officer recommends so.

- Application Fee:**

**\$100.00.** The CRBA application fee is paid at the time of the application. Payment is made to the cashier in the Consular Section, and can be done by cash (Dollars or Leke) or by credit card (Visa, Master Card, American Express, Diners Club, and Discover.)

Many parents wish to apply at once for a child's first passport concurrently with the CRBA if they believe that they meet the requirements of the U.S. citizenship law in transmitting citizenship to the child. If you do not apply for the passport concurrently, and if the child is granted U.S. citizenship, both parents and the child will be required to return for a separate interview at the time of the passport application. Parents interested in taking advantage of this convenient opportunity to apply for both documents should come prepared with the following additional forms and expectations:

**Form DS-11: Application for a U.S. Passport:** <https://pptform.state.gov/>.

This form is fill-able and you may fill it out before printing it. Handwritten form is also accepted, however, make sure it is clear and has no corrections otherwise will not be accepted. **Do not sign the form.**

**Parental Consent:**

Both parents must provide consent authorizing passport issuance for a minor under age 16 and be present together with the child at the time of application. If not, please read our web page "[Parental Consent](http://go.usa.gov/KtRJ)" found at <http://go.usa.gov/KtRJ> and follow the instructions that best apply to your circumstance.

**Note:** If form DS-3053 is used to provide consent, the non-appearing parent must also include a photocopy of the ID used with the form. The form must be signed by the non-appearing parent and notarized by a U.S. commissioned notary public, or by a U.S. consular officer of the U.S. Embassy abroad were the parent is located.

**1 Photograph of Applicant (the Child):**

You will need one identical passport photograph, 2x2 inch (5x5 cm) set against a white background. See the U.S. Department of State's Bureau of Consular Affairs webpage "[Photo Requirements](http://go.usa.gov/KtnB)" found at <http://go.usa.gov/KtnB>.

**Application Fee:**

- \$105.00 - for children under the age of 16.
- \$135.00 - for children 16 and over.

The Passport application fee is paid at the time of the application. Payment is made to the cashier in the Consular Section, and can be done by cash (Dollars or Leke) or by credit card (Visa, Master Card, American Express, Diners Club, and Discover.)

**SS-5-FS: Application For a Social Security Number:**

<http://www.ssa.gov/online/ss-5fs.pdf> (PDF 206.11 KB).

The form is fill-able and you may fill it out before printing it. Handwritten form is also accepted, however, make sure it is clear and has no corrections otherwise will not be accepted. Please sign the document.

**Why Apply for a SSN?**

It is a good idea to get the number when your child is born. Getting a Social Security number and card for your newborn is voluntary and free of charge. You need a Social Security number to claim your child as a dependent on your income tax return. Your child also may need a number if you plan to: (1) Open a bank account for the child; (2) Buy savings bonds for the child; (3) Obtain medical coverage for the child; or (4) Apply for government services for the child. The U.S. Social Security Administration will mail the social security card to you directly.

**PLEASE NOTE:** We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation, we will suspend processing of the application

and you may be required to schedule another appointment. You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

**CERTIFICATION:** I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and I am prepared to present them at the time of my appointment.

\_\_\_\_\_  
(**Signature** of Applying Parent or Guardian)

\_\_\_\_\_  
(**Date**)

\_\_\_\_\_  
(**Name** of Applying Parent or Guardian)