



Checklist for a U.S. Consular Report of Birth Abroad (CRBA)

American Citizen Services, U.S. Consulate General, Chiang Mai

IMPORTANT

1. All applications for a U.S. Consular Report of Birth Abroad and U.S. passport require an appointment for each applicant (the child). Please make an appointment [online](#) **AFTER THE CHILD'S BIRTH**.
2. Please check the appropriate box in front of each document that you bring with you.
3. The documents should be placed in the same order as the checklist with the original on top of the copy.
4. In addition to this list, a personal appearance by the parents and applicant (the child) is required.
5. If you have any questions regarding the required documents, you may find detailed instructions at <http://chiangmai.usconsulate.gov/service/birth-of-u.s.-citizen.html>.

FEES/FORMS/PHOTOS

- Non-refundable application fee:** (cash or credit cards)
 - USD 100 (or Thai baht equivalent) for a U.S. Consular Report of Birth Abroad
 - USD 105 (or Thai baht equivalent) for U.S. passport for minor
- One photo of applicant:** 2in x 2in with white background: For passport photo requirements, please visit: <http://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>
- “Application for Consular Report of Birth Abroad” (DS-2029) Complete but do not sign!**
Download and print Form DS-2029 at: <http://www.state.gov/documents/organization/156216.pdf>

If you would also like to apply for a passport, please submit these additional items:

- “Application for a U.S. Passport” (DS-11) Complete but do not sign!**
→ Complete and print Form DS-11 at: <https://pptform.state.gov/>

If you would also like to apply for a social security card, please submit these additional items:

- “Application for Social Security Card” (SS-5-FS) Complete and bring to the interview.** The Social Security Card will be sent directly to the address you write on the form. You can find Form SS-5-FS at: <http://www.socialsecurity.gov/forms/ss-5fs.pdf>

PROOF OF IDENTITY & PROOF OF CITIZENSHIP

- Child’s original Thai birth certificate plus two photocopies**
- Certified English translation of child’s Thai birth certificate plus two photocopies**
- Photo identification of school-age child, if applicable** – Growth photos are required for school-aged children and should begin as near to birth as possible, spanning to the present.
- Evidence of parents’ U.S. citizenship plus three photocopies**
The U.S. citizen parent(s) must present his/her current and any expired U.S. passports covering conception time and pregnancy. If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization or Certificate of Citizenship plus one photocopy.
- Passport/Identification document for non-U.S. citizen parent plus two photocopies**

PARENTS' RELATIONSHIP

- Parents' marriage certificate plus one photocopy, if applicable.** Please bring certified English translations if the decrees or certificates are not in English.
- Divorce and Annulment Decrees/Death Certificates plus one photocopy, if applicable.** Please bring certified English translations if the decrees or certificates are not in English.

THE CONSULAR OFFICER MAY ALSO REQUEST THE FOLLOWING DOCUMENTS IF APPLICABLE TO YOUR CASE:

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

- U.S. parent's proof of 5-year physical presence in the United States, such as;**
 - university and high school transcripts
 - utility bills, work pay stub receipts, w-2 or tax return, social security earning history
 - U.S. parents who served in the U.S military may also bring their DD-214 (if applicable)**Note:** At least 2 years of U.S. physical presence must have been after age 14.

BLOOD RELATIONSHIP

- Evidence of the couple's physical presence in the same location at the time of conception.** To determine time of conception, subtract nine (9) months from the child's date of birth. Please bring your original passports during time of conception, and indicate with post-it those passport pages with stamps during the time of conception.
- DNA – Note:** Do not initiate DNA unless recommended by the consular officer. A DNA test done independently and not according to Department of State procedures will not be accepted.

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is submitting all of the necessary documents. **If you do not bring the required documentation, we will suspend processing of your 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 ninety (90) days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. All application fees are non-refundable.

Upon approval, you will be notified to pick up the CRBA in person at the U.S. Consulate in Chiang Mai when it is ready (in approximately three (3) weeks).

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

Signature of Applying Parent or Guardian

Date

Congratulations on the birth of your child!