



Thank you for scheduling an appointment through our online appointment system!

Please take time to read the instructions on how to apply for Consular Report of Birth Abroad, the necessary forms you need to complete prior to coming to apply, as well as the supporting documents you need to present.

### **INSTRUCTIONS FOR CONSULAR REPORT OF BIRTH ABROAD**

Before we can provide passport services for a child born abroad of American parent(s), a Consular Report of Birth Abroad must be prepared to establish the child's claim to American citizenship.

A child born abroad, ***on or after November 14, 1986, 2:00p.m. EST***, of one American and one alien parent acquires U.S. citizenship at birth if the American parent has been physically present in the United States prior to the birth of the child for a minimum period of 5 (five) years, at least 2 (two) of which were after the age of 14 (fourteen).

A child born abroad to two U.S. citizen parents receives U.S. citizenship at birth if one of the parents has resided in the United States or one of its outlying possessions before the birth of the child, regardless of the amount of time spent in the United States or outlying possessions.

A child born abroad to an American citizen mother and out of wedlock acquires U.S. citizenship if the mother has been physically present in the United States prior to the birth of the child for a minimum period of one continuous year.

**Appearance in person of both parents and child is required.**

#### **What documents are required?**

1. **Child's Salvadoran birth certificate.**
2. **Parent's marriage certificate.** If married in the United States, please provide an original state certificate issued by the civil authorities.
3. **Evidence of American citizenship of the parent(s).**
4. **If either parent has previously been married, proof of termination of previous marriage(s),** i.e. death certificate, divorce decree, etc.

5. **Affidavit of Parentage and Physical Presence Form (PDF 51KB)**, evidence of physical presence may include, Social Security Statements, IRS records (W-2s and 1040s), school and/or university transcripts, etc.
6. **Form DS-2029 - Application for Consular Report of Birth.** (copy and paste it on your internet browser)  
<http://www.state.gov/m/a/dir/forms/c21447.htm>
7. Please complete this form legibly and correctly. Instructions on how to complete this form are given on the reverse side of the form. **Please do not sign the form until instructed by the Consular Officer to do so.**
8. **Form SS-5-FS:**  
(copy and paste it on your internet browser)  
<http://www.socialsecurity.gov/online/ss-5fs.html>
9. . This form is an application for a Social Security Number Card for your child if he/she is under the age of 5 at the time of application. Please ensure that it is accurately completed. Note: Do not sign the form until told to do so - it must be executed at the Embassy. This application will then be sent to the Social Security Administration for processing. You should receive the number in four or five month's time. (Note: Should you not receive the SSN in the time frame mentioned you should reapply.)

Note: Original documents will be returned to you upon the completion of the interview.

**Fees:** The fee for a Consular Report of Birth Abroad is \$100.00 dollars.

**Please complete all forms in advance in order for us to prepare the Consular Report of Birth Abroad.**

### **How do I apply for my child's passport?**

Both parents and the child need to be present at the Embassy to execute the passport application form. For proof of identity, both parents' passports are required. If the second parent is absent, the application must be accompanied by the absent parent's **notarized** written [\*Statement of Consent \(DS-3053\)\*](#), authorizing passport issuance for the child. The statement should also include the child's name and date and place of birth.

## **What documents are required?**

**Passport Photographs:** Please furnish **one** color photograph that is:

- Taken within the last 6 months
- Printed on high quality photographic paper
- 2" X 2" (50mm x 50 mm) in size
- Facing completely forward (head not turned) without a head covering
- White background

Applicants should be aware that the Embassy will reject any photographs that do not conform to U.S. Passport standards, (i.e., photo too small, head size too small, out of focus, dark background).

Note: Vending machine photographs are unacceptable.

**Please complete passport application form DS-11.** Please complete all white sections of the form legibly and correctly. **Please do not sign the form until instructed by the Consular Officer to do so.**

**Fees:** The passport fee for a child under 16 years of age is \$105.00 and for a child of 16-18 years is \$135.00. The fee must be paid in cash (dollars) or by credit card (Visa, MasterCard, American Express). Checks are not accepted. A child born to U.S. Military personnel may be entitled to a no-fee passport. Please check with your Personal Affairs Office on base.