



## EMBASSY OF THE UNITED STATES

ADDIS ABABA, ETHIOPIA  
Consular Section – American Citizen Services

### **CONSULAR REPORT OF BIRTH ABROAD OF A UNITED STATES CITIZEN**

If your child was born outside of the United States and you believe he/she is a U.S. citizen, your first step is to apply for the child's Consular Report of Birth Abroad. This document serves as proof of U.S. citizenship and is generally a prerequisite for the issuance of a U.S. passport. Although applications are accepted up until the child's 18th birthday, you should apply for your child's Consular Report of Birth Abroad as soon after his/her birth as practical. Applications submitted years after the child's birth may take significant time to resolve because evidence to prove the child's citizenship may be difficult to obtain. In some delayed cases it may be impossible to establish the child's citizenship.

To process a child's claim to U.S. citizenship, the U.S. parent must establish that s/he is the biological parent, present proof of sufficient physical presence in the U.S., and present evidence to confirm the child's identity. In certain cases, the Consular Officer may require additional documentation, and the applicant has 90 days to submit it. After the 90-day period if the applicant has not responded, the application will be denied and sent to the U.S. Department of State. Once your application has been denied, if you choose to continue with the process of transmitting citizenship to your child, you will need to schedule a new appointment, submit a new application along with supporting documents and new fees must be paid.

**WARNING:** False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542.

#### **To apply for a Consular Report of Birth Abroad:**

- An appointment will be required to submit the application.
- To schedule an appointment go to:

<https://evisaforms.state.gov/acsschedulingssystem.asp>

- Certificates will be issued in approximately two weeks.
- **THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED AT THE TIME OF APPLICATION.**

1. **Child's Ethiopian Civil Birth Certificate**: This certificate will only be accepted if issued by your Kebele, the office of City Administration or Municipal office. (No Hospital Birth Certificates will be accepted). Please bring the original certificate with two copies.

2. **Evidence of Parents' U.S. Citizenship**: U.S. passport, U.S. birth certificate, U.S. naturalization certificate (if issued prior to child's birth).

3. **Proof of Identification of the Non-U.S. Parent**: I.D. card or passport

4. **Parents' Marriage Certificate**: This certificate must be an original and one copy should also be submitted.

5. **Evidence of Dissolution of Previous Marriages**: Divorce decrees or death Certificate from any prior marriages of either parent should be presented. Please bring original and one copy.

6. **Proof of Biological Parentage**: In order to transmit citizenship to your child, you must prove the blood relationship between yourself and the child for whom you are applying. In order to do so you may wish to submit the following documentation:

- Parents' previous passports.
- Ethiopian visa or entry/exit stamp on passport.
- Pre-natal and post-natal family photos that include the mother, father and child.
- Pre-natal medical records.
- DNA testing, if you are otherwise unable to prove biological parentage. However, if you are interested in this option you must first be interviewed by a Consular Officer. Any DNA testing done outside of the approved process will not be considered.

7. **Translations**: All foreign language documents must be translated

8. **Physical Presence in the United States**. The Immigration and Nationality Act specifies that in order to transmit citizenship to a child, the U.S. citizen parent must have been physically present in the United States for a specific amount of time prior to the child's birth.

- **If both parents are U.S. citizens:** One of the parents must present proof that he/she resided in the United States or its outlying possessions before the child's birth. No specific period of residence is required.
- **If only one of the parents is an American citizen:** The American citizen parent must present proof that s/he was physically present in the United States or its outlying possessions for a period or periods totaling at least five years. This period or period must have been prior to the child's birth, and at least two of the years must be after the parent turned fourteen.
- **If child was born out of wedlock to American citizen mother:** The American mother must present proof that she was physically present continuously for 1 year in the United States or its outlying possessions at any time prior to the child's birth.

#### 9. Proof of Physical Presence in the United States.

- As proof of physical presence you may submit: A Consular Report of Birth Abroad previously issued to a sibling of the child in question, high school transcripts, college or university transcripts, employment letters, 1040 Income Tax forms along with the W-2 form, military records, or other documents that demonstrate the parent's presence in the United States.
- The following documents are NOT considered sufficient proof of Physical Presence in the United States: 1040 Income tax forms without the W-2, Social Security earning statements, driver's licenses, or bank statements, as you do not need to be physically present in the United States for a specific amount of time in order to report, file or obtain these documents.

10. **Application Forms**. You must download application forms. Please use black ink when completing the form and write legibly.

10. a) **Application for Consular Report of Birth Abroad** - Form DS-2029 Link <http://www.state.gov/documents/organization/156216.pdf>

- Please carefully read instructions on how to complete the form. DO NOT use abbreviations when writing out the months
- Item 24 – Time spent in the United States. List all dates you have been present in the United States.

- The U.S. citizen parent must write actual physical presence in the United States prior to the child's birth in exact detail; starting from the U.S. citizen parent's time of birth in the U.S. or initial trip to the U.S. (immigration status at the time is irrelevant) up until the child's date of birth.
- You cannot count vacation trips abroad, schooling in foreign countries, or any other brief absences outside of the U.S. as physical presence in the United States.
- Enter "N/A" (Not Applicable) in this item for a non-U.S. citizen parent.
- If the parent transferring the citizenship will not be able to be present at the time of application, this form needs to be completed carefully and signed in the presence of Notary Public. The original form with the original signature and notary stamp must be presented at the time of application by the non-applying parent
- If this section is not correct and complete when you come for your appointment, you will be asked to schedule a new appointment which normally requires a 1-month wait.

***Sample on how to complete item 24 of form DS-2029:***

10 June 1940 (parent's birth in U.S. / initial trip to the U.S.) remained in U.S. until 28 July 1991 (first trip outside the U.S.)

29 August 1991 (returned to U.S) remained in U.S. until 05 June 1998 (left the U.S.)

10 July 1998 (returned to U.S) remained in U.S. until 20 December 2000 (left the U.S)

**10.b) Affidavit of Parentage and Physical Presence - Form DS-5507.**

Link <http://www.state.gov/documents/organization/126018.pdf>

This form is only used if a U.S. citizen parent transmitting citizenship to the child born out of wedlock is not present. This form needs to be completed carefully and signed in the presence of Notary Public. The original form with the original signature and notary stamp must be presented at the time of application by the non-applying parent

***Sample on how to complete portion of form DS-5507, which asks for all the times that you have been physically present in the United States since the day of your own birth. Continue on separate sheet, if necessary.***

10 June 1940 (father's birth in U.S. or initial trip to the U.S.) remained in U.S. until 28 July 1991 (first trip outside the U.S.)

29 August 1991 (returned to U.S) remained in U.S. until 05 June 1998 (left the U.S.)

10 July 1998 (returned to U.S) remained in U.S. until 20 December 2000 (left the U.S)

***Sample on how to complete the lower portion of form DS-5507, which asks for all the times that you have been physically present abroad (anywhere outside the United States) since the day of your own birth. Continue on a separate sheet, if necessary.***

28 July 1991 (initial trip outside U.S. or father's birth outside U.S.) remained outside U.S. until 29 August 1991 (back to U.S.) 0 5 June 1998 (outside of U.S) remained outside U.S. until 10 July 1998 (back to U.S.)

20 December 2000 (outside of U.S) remained outside U.S. until Present (if U.S parent is in Ethiopia)

#### 11. **Fees:**

The fee is \$100.00 or the equivalent in Ethiopian Birr. We do not accept Credit Cards or personal checks. Fees are non-refundable.

12. **Child and Both Parents should be present.** When filing a Report of Birth application both parents and the child should be present. If the U.S. citizen parent is unable to be present because s/he is outside of Ethiopia: the other parent and child must be present at the Consulate to complete the DS-2029 application form.

**Please note:** The presence of the child along with the presence of one of the parents cannot be waived under any circumstance.

13. **Passport Application:** If you choose to apply for your child's passport please follow these instructions:

- Form: Download form DS-11:

[http://www.travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://www.travel.state.gov/passport/forms/ds11/ds11_842.html)

- Photo: two (2) recent color photographs, 2"X2", on white background with full front view.
- Absent Parent's authorization: In case one of the parent is not physically present, s/he needs to fill out DS-3053 form or write a power of attorney with a text similar to the following:

I .....(absent parent's name) give my consent to ....(the applying parent's name) to process all documents necessary for the issuance of a U.S. passport to my

minor daughter/son ...(child's name), whose Date of birth is .....(Child's date of birth).

The absent parent needs to get the DS-3053 or the power of attorney signed in the presence of Notary Public. Bring the original form with the original signature and Notary Public's stamps. WE DO NOT ACCEPT THIS CONSENT FAXED, SCANNED & EMAILED OR OTHERWISE COPIED.

Form DS-3053 Statement of Consent from Absent Parent may be found at [http://travel.state.gov/passport/forms/ds3053/ds3053\\_846.html](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html)

- Fees: Passport application fee for minors under 16 years old is \$105.00.

14. **Signature:** Do not sign the application prior to the interview with a Consular Officer. The Consular Officer will notarize your signature at the time of the interview. However, if the applying parent is not present at the time of application, all the forms need to be completed carefully and signed in the presence of Notary Public. The original form with the original signature and notary stamp must be presented at the time of application by the non- applying parent.

15. **Social Security Number:** If you choose to apply for your child's Social Security please complete the form below. Please note that it will take approximately 6 months for you to receive your child's Social Security card.

Form: Download form SS-5: <http://www.ssa.gov/online/ss-5.pdf>

**REMINDER:** Please make sure you have ALL your application forms completely filled out and ALL the required documentation at hand when you arrive for your appointment. Otherwise, you will be turned away and you will have to schedule a new appointment, which normally requires a wait of approximately a month.