

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.

WARNING: Please make sure you have ALL of 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.

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.

If you apply at the Consular Section of the U.S. Embassy in Tegucigalpa:

- An appointment will be required to submit the application.
- To schedule an appointment go to:
<https://evisaforms.state.gov/acs/default.asp?postcode=TGG&appcode=1>
- Certificates will be issued in approximately two weeks. They may be picked up at the Consular Section from Monday to Friday between the hours of 8:00 a.m. to 11:30 a.m. or received by UPS.

If you apply at the Consular Agency in San Pedro Sula:

- An appointment will be required to submit the application.
- To schedule an appointment go to:
<http://www.conagencygps.acuityscheduling.com/schedule.php>
- All applications accepted in San Pedro Sula are processed at the U.S. Embassy in Tegucigalpa and, if approved, they will be returned by UPS in approximately four weeks.
- The Consular Officer may require a personal interview at the U.S. Embassy in Tegucigalpa.

THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED AT THE TIME OF THE APPLICATION.

- 1. Translations:** All foreign language documents must be translated.

- 2. Honduran Birth Certificate in Literal Form also known as Certificación de Expediente de Vida** (see samples attached). We do not accept the green and white fill-in-the-blank type of birth certificates normally issued by the Registro Nacional de Personas (RNP), as they do not contain complete information. This certificate must be an original.

- 3. Parents' Marriage Certificate.** This certificate must be an original. Certified copies are accepted if issued in the U.S.

- 4. Evidence of Dissolution of Previous Marriages.** If applicable, divorce decrees or death certificates from any prior marriages of either parent should be presented. These certificates should be originals. Certified copies are only accepted if issued in the U.S.

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

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

- 7. 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.
 - Honduran Immigration Movement.
 - 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.

- 8. Child's Identification:** Photos, school diplomas, previous passports, or any other documentation that bears the child's name and photo. Must be originals.

- 9. 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 needs to 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 the American citizen mother was a single mother at the time of her child's birth:** She needs to present proof of physical presence in the United States for one continuous year at some point prior to the child's birth.
- **If only one of the parents is an American citizen:**
 - and the child was born **before November 14, 1986:** the American citizen would have to present proof that s/he was physically present in the United States or its outlying possessions for a period or periods totaling not less than ten years prior to the child's birth, at least five of which were after the age of fourteen.
 - and the child was born **after November 14, 1986:** the American citizen would have to present proof that s/he was physically present in the United States or its outlying possessions for a period or periods totaling not less than five years prior to the child's birth, at least two of which were after the age of fourteen.

10. 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, and naturalization certificates as proof of 2 ½ years physical presence, if the individual was not the subject of expedited naturalization and/or the physical presence period was waived by a different naturalization statute other than INA Section 316.
- **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.
- **If you were a seaman, other than U.S. Coast Guard, prior to your child's birth:** Only the time spent in U.S. "Coastal Waters" are counted as physical presence in the United States. "Coastal" voyages are those between ports in the same State or adjacent States, which usually do not go outside the 3-mile limit of the territorial sea. Time spent on voyages defined as "Foreign" or "Coastwise" (those from one U.S. port to another in a non-adjacent State in which the vessel travels outside U.S. territorial waters) are **not** considered physical presence in the United States. As proof you may submit: your seaman's discharge records, a letter from your employer detailing the type of waters in which you travelled, U.S. Coast Guard records, or any other type of documentation that shows the type of water in which you travelled.
- **If you don't have sufficient Physical Presence in the U.S. in order to transmit citizenship:** Please complete a signed statement that states the following:

*I hereby acknowledge that I do not
have sufficient physical presence
in the United States in order to*

*transmit citizenship to my child
(name of child).*

11. Application Forms. You must download application forms. Please use black ink when completing the form.

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 12** - This item needs to be completed **ONLY** if one of the parents is **NOT** a U.S. citizen.
 - 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 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 12 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)

b) Affidavit of Parentage and Physical Presence - Form [DS-5507](#).

- Link <http://www.state.gov/documents/organization/126018.pdf>
- This form is only to be used by U.S. citizen fathers who were unmarried at the time of their child's birth.
- This form is divided into two main sections:

Sample on how to complete the upper 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.)
05 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 Honduras)

12. Fees:

- The fee is \$100.00 dollars
- Fees are non-refundable.
- **At the Embassy:** Fees may be paid in U.S. dollars or the equivalent in Lempiras. Exact change is required. Credit cards are accepted. Personal checks are not accepted.
- **At the Consular Agency in San Pedro Sula:** Fees may only be paid in Lempiras. Exact change is required. Credit and debit cards are NOT accepted. Personal checks are NOT accepted.

13. 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 Honduras:** the other parent and child must be present at the Consulate to complete the DS-2029 application form.
- **If the U.S. citizen parent has passed away:** the original death certificate of that parent must be submitted.
- **Please note: The presence of the child along with the presence of one of the parents cannot be waived under any circumstance.**

14. When the Child is over 18 years of age: The application must be accompanied by a statement from the overage child explaining why the birth was not reported prior to the eighteenth birthday.

15. 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
- **Photo:** One (1) recent color photographs, 2"X2", on white background with full front view.

- **Absent Parent's authorization:** If only one parent is present in Honduras, a notarized written authorization in English from the other parent is required. Form DS-3053 Statement of Consent from Absent Parent may be found at http://travel.state.gov/passport/forms/ds3053/ds3053_846.html
- **Fees:**
 - Passport application fee for minors under 16 years old is \$105.00.
 - Passport application fee for individuals 16 years old and above is \$135.00. Fees may be paid in U.S. dollars or the equivalent in Lempiras.
 - Fees are non-refundable.
 - **At the Embassy:** Fees may be paid in U.S. dollars or the equivalent in Lempiras. Exact change is required. Credit cards are accepted. Personal checks are not accepted.
 - **At the Consular Agency in San Pedro Sula:** Fees may only be paid in Lempiras. Exact change is required. Credit and debit cards are NOT accepted. Personal checks are NOT accepted.
- **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.

16. 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 of 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 will unfortunately have to wait approximately another month for a new appointment.

SAMPLES



Registro Nacional de las Personas

CERTIFICACION LITERAL DE ACTA DE NACIMIENTO

El infrascrito Registrador Civil municipal de este termino, Certifica que en los archivos de nacimiento que se tiene en esta oficina, se encuentra el acta folio , tomo del año y que literalmente dice:

En San Pedro Sula, Cortes, el día Miércoles
veintiuno de Febrero del Año Dos Mil Siete, Ante Mí: Registrador Civil
municipal, comparecio , mayor de edad, y vecino de

Carnet de Residencia, en su condición de
primer testigo: , mayor de edad, Secretaria Comercial,

San Pedro Sula, Cortes, hondureña, y án, mayor de edad, Escribiente,
San Pedro Sula, Cortes, hondureña, , para inscribir un nacimiento

cuya informacion es la siguiente: Femenino, nació el día de
del año a las am; Bella Vista, San Pedro Sula, Cortes, Honduras, padre:

San Pedro Sula, Cortes, Residencia y madre
Hondureña, San Pedro Sula, Cortes, Encontrando

de conformidad la información que antecede, firman conmigo el compareciente y los testigos. El
compareciente presento constancia de Con No de nacionalidad

..... ES CONFORME CON SU ORIGINAL

EXTENDIDA EN SAN PEDRO SULA, EL DIA TRECE DE ABRIL, DOS MIL SIETE.

NO ES VALIDA SIN FIRMA Y SELLO DEL REGISTRADOR CIVIL MUNICIPAL

Karla
KPA



DANILO OMAR ISAULA Y ASQUEZ
REGISTRADOR CIVIL MUNICIPAL

Karen

Tegucigalpa, M.D.C., Honduras, C. A.

Edificio Villatoro, Boulevard Morazán

Dirección	221-5520	Administración General:	221-5519
Sub-Dirección Técnica:	221-5522	Pagaduria:	221-5515
Sub-Dirección Administrativa:	221-4436	Recursos Humanos:	221-5516
Secretaria General:	221-5512	Auditoria:	221-5517



CERTIFICACION DEL EXPEDIENTE DE VIDA

La Infrascrita Registradora Civil Municipal de este termino certifica que en los archivos de nacimiento que se tiene en esta oficina, se encuentra el acta folio _____ Tomo _____ del año _____ y que literalmente dice: _____

En San Pedro Sula, Cortes, el día martes veintiocho de Mayo del año Dos Mil Dos, Ante Mí: _____ : Registrador Civil Municipal, compareció _____ mayor de edad y vecino de _____

en su condición de Padre: Primer testigo: _____ mayor de edad, Soltero, Perito Mercantil y Contador Publico, domicilio: _____ Hondureña, y

_____ mayor de edad, Secretaria Taquimecanógrafa, domicilio: _____ Hondureña, para inscribir

un nacimiento cuya información es la siguiente: _____ Femenino, nació el día _____ del mes de _____ del año _____ a las 03:30 pm,

Honduras, Nacimiento Múltiple es Inscrito es el Uno de un Parte de Uno, Padre: _____

y Madre: _____

Enmiendas y Observaciones: El compareciente presento pasaporte con No. _____ Encontrando de conformidad la información que antecede, firman conmigo el compareciente y los testigos.....

.....ES CONFORME SU ORIGINAL.....

**EXTENDIDA EN SAN PEDRO SULA, EL DIA TRECE DE JUNIO DEL DOS MIL DOCE
NO ES VALIDA SIN FIRMA Y SELLO DEL REGISTRADOR CIVIL MUNICIPAL**



**ABG. ROSA MARIA PADILLA LARA
REGISTRADORA CIVIL MUNICIPAL**

Hecha Por: Carlos Orellana

Cotejada Por: Karen Romero

