



## Consular Report of Birth Abroad (CRBA)

If your child was born outside of the United States and you believe s/he 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 is 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.

**IMPORTANT:** Please ensure that ALL of your application forms completely filled out and ALL the required documentation when you arrive for your appointment. Otherwise, we will be unable to accept your application and you will have to schedule a new appointment.

To process a child's claim to U.S. citizenship, the U.S. parent must:

- ✓ establish that s/he is the biological parent;
- ✓ present sufficient evidence of his/her physical presence in the U.S.; and
- ✓ present evidence confirming the child's identity.

If the consular officer requires additional documentation, the applicant has ninety (90) days to submit the additional documentation. **If the applicant does not respond within ninety (90) days, the application will be denied.** If your application has been denied due to insufficient documentation, you may reapply in the future; however, you will need to schedule a new appointment, submit a new application along with supporting documents, and pay new fees.

**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.

**YOU MUST SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR CHILD'S APPLICATION:**

**1. Completed Forms [DS-2029](#) and [DS-5507](#)**

a) **Application for Consular Report of Birth Abroad (CRBA) [Form DS-2029](#)** - Please read instructions carefully.

✓ **Please note Item 12 of the CRBA application-**

✓ The U.S. citizen parent must submit exact information on his/her actual physical presence in the United States prior to the child's birth. Physical presence includes the U.S. citizen parent's date of birth in the U.S. or initial trip to the U.S until the child's date of birth.

✓ PLEASE NOTE: trips outside the United States, schooling in foreign countries, or any other brief absences outside of the U.S. cannot be counted as physical presence in the United States.

b) Enter "N/A" (Not Applicable) in this item for a non- U.S. citizen parent. Affidavit of Parentage and Physical Presence - [Form DS-5507](#)

**2. Translations:** All documents not submitted in English must be translated;

**3. Your child's birth certificate issued by the Department of Civil Affairs:** Original must be authenticated by Ministry of Foreign Affairs;

**4. Parents' Legal Marriage Contract:** Original must be authenticated by Ministry of Foreign Affairs;

**5. 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 original.

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

**7. Identification of the Non-U.S. Citizen Parent :** National I.D. card "Jensiah," foreign passport, U.S. LPR card, or U.S. driver's license;

**8. Physical Presence in the United States:** One U.S. citizen parent must have been physically present in the United States for five years prior to the child's birth (at least two of which were after the age of fourteen).

✓ **As proof of physical presence you may submit:** A Consular Report of Birth Abroad previously issued to a sibling of the child in question, U.S. school transcripts, employment confirmation letters, 1040 Income Tax forms and the corresponding W-2 form(s), cell phone records, and/or bank records showing credit/debit card use within the United States.

✓ **The following documents by themselves 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.

## 9. Consular Report of Birth Abroad (CRBA) Application Fee:

- ✓ The CRBA application fee is \$100.00 and non-refundable.
- ✓ Fees may only be paid in cash (USD) at the U.S. Consulate on the day of your appointment.

**U.S. Passport Application:** If you choose to apply for your child's passport, you must submit the following required items:

- ✓ A U.S. birth certificate, Consular Report of Birth Abroad, Naturalization Certificate, or Citizenship Certificate;
- ✓ One valid form of photo identification (e.g. U.S. passport, foreign passport, driver's license, military ID, etc.) from each parent;
- ✓ One passport [photograph](#); and
- ✓ A completed [Form DS-11](#).
- ✓ If one parent cannot be present, the applying parent must present an original, notarized [Form DS-3053 \(Statement of Consent\)](#) from the absent parent. ***\*Please note that the DS-3053 must have been notarized in the last three months.***

## Passport Application Fees:

- ✓ The passport application fee for minors under 16 years old is \$105.00, and is non-refundable.
- ✓ Fees may be paid in cash (USD) or by credit card (American Express, Visa, Master Card, Diner's, and Discover) at the Embassy's Consular cashier.

**Social Security Number Application:** If you choose to apply for your child's Social Security please complete the [Form SS-5](#).

