



Consular Report of Birth Abroad (CRBA) Application Checklist

It is our goal to provide you with excellent customer service. To help us make your visit a brief one, please come prepared with all of the necessary documents and include both parents on the appointment request.

CONSULAR REPORT OF BIRTH ABROAD

- 1) **Completed [DS-2029](#) form** Application. Do not sign the form!
- 2) **Minor's Kosovo birth certificate** - **Original** and **Three (3) Copies**.
- 3) **One (1) - 2"x2" [Passport Photo](#)** (5cm x 5cm). Starting November 1, 2016, eye glasses will no longer be allowed in passport photos.
- 4) **Proof of parents' citizenship and identity** - **Original** and **Three (3) Copies**.
 - American parent: U.S. passport; or U.S. birth certificate, showing filing date and issuing office's seal; or U.S. Naturalization Certificate; or Consular Report of Birth Abroad.
 - Foreign parent: valid government issued identity document, including photo and signature. If unmarried, Certificate of Eligibility to Marry from Civil Registry Agency
- 5) **Parents' marriage certificate** (if applicable) - **Original** and **Three (3) Copies**.
 - Proof of termination of all previous marriages (divorce or death certificate) - **Original** and **One (1) copy**.
- 6) **Proof of U.S. parent's physical presence in United States prior to child's birth:**
 - Old passports (can be U.S. or foreign passports)
 - School Transcripts/Records (not diplomas)
 - Employment, social security benefits statement or paycheck receipts
 - Travel, medical, or any other records
- 7) **Evidence of relationship** between child and parent, and of relationship between parents. Examples include birth/pregnancy records, family photos, correspondence, and other printed materials.
- 8) **CRBA fee** – \$100. CASH ONLY, payable in U.S. Dollars or euros at the Embassy's exchange rate.
- 9) **Parents and child must appear in person.**

U.S. PASSPORT FOR MINOR CHILD WITH CRBA APPLICATION

- 1) **Completed DS-11** via the [Online Application Wizard](#) or print form [DS-11](#) and complete it by hand.
 - Please include your current local address in Kosovo (even a temporary one) as the mailing address.
- 2) **One (1) - 2"x2" [Passport Photo](#)** (5cm x 5cm). Starting November 1, 2016, eye glasses will no longer be allowed in passport photos.
- 3) **Fee** –\$105. CASH ONLY, payable in U.S. Dollars or euros at the Embassy's exchange rate.
- 4) If one parent is not physically present, then notarized form [DS-3053](#) should accompany the application along with a notarized copy of the passport.

SOCIAL SECURITY NUMBER FOR MINOR CHILD WITH CRBA APPLICATION

- 1) **Completed and signed** application for Social Security Number - Form [SS-5](#).

To expedite processing, fill out the application online, print and bring completed application