



Checklist for Adult Derivative Citizenship Claim

American Citizen Services
American Embassy, Manila

- 1) Bring this checklist with you to your appointment, signed, and dated
- 2) You cannot submit a U.S. citizenship claim without a scheduled appointment.
- 3) Please check the appropriate box in front of each document that you bring with you.
- 4) We require that you submit both an original and a photocopy of many of these documents. If you do not bring a photocopy as indicated, you will be charged \$1.00 for each page that needs to be copied.
- 5) The documents should be placed in the same order as the checklist with the original on top of the copy.
- 6) If you appear more than 30 minutes late for your appointment, your appointment will be cancelled and you will need to make a new appointment.

In addition to this list, a personal appearance by the applicant (18 years old and above) is required.

FEES/FORMS/PHOTOS

Non-refundable application fee

The fee for an adult passport is \$135. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express or Discover).

Courier delivery fee

Upon approval, the passport will be delivered by the courier. On the day of the appointment at the Embassy, you will pay the courier fee, which may vary depending on the delivery address.

Photos of applicant

You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background. For photo instruction and samples, refer to

http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples_5300.html

“Application for a U.S. Passport” (DS-11)

Fill-up/complete but do not sign! You must complete the form electronically and print it out. Download the form from the website at <https://pptform.state.gov/?Submit2=COMPLETE+FORM+DS-11+ONLINE>

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

Applicant’s National Statistics Office (NSO) birth certificate

Please bring the original birth certificate and one photocopy. For applicants born in the Philippines, a National Statistics Office (NSO) birth certificate is required. A birth certificate issued by the Local Civil Registrar (LCR) is not acceptable.

❑ Applicant's identification document

The applicant must bring his/her passport or two other forms of photo identification, such as Senior Citizen's ID, Voter's ID, or digitized government-issued IDs such as SSS, PRC, BIR, or Driver's License. Please bring the original ID and one photocopy of each. Postal ID is not acceptable.

❑ Growing-up photos of the applicant

Growing-up photos should begin as near to birth as possible, spanning to the present. If available, the photos should show togetherness of the applicant and the U.S. citizen parent.

❑ Evidence of parent's U.S. citizenship

You must present evidence of citizenship of your U.S. citizen parent. Possible evidence includes current and expired U.S. passports, Certificate of Naturalization or Certificate of Citizenship, U.S. birth certificate, or Consular Report of Birth Abroad. Please bring the original and one photocopy of all pages.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

❑ U.S. citizen parent's evidence of physical presence/residence in the United States

You must bring proof of your U.S. citizen parent's physical presence/residence in the United States before your birth. Please consult our website for the requirements that pertain to your particular situation (<http://manila.usembassy.gov/service/citizenship/derivative-claim-to-citizenship.html>). Regularly available documents that may establish physical presence/residence in the U.S. include transcripts from high school and/or college, income tax returns and W2s, old passports, a military statement of service or DD-214 Separation Statement (military members only). You can submit other documents as evidence. Please bring the original documents and a photocopy of each.

LEGITIMATION/LEGAL RELATIONSHIP

❑ Parents' marriage certificate, if applicable

Please bring the original marriage certificate and one photocopy. For marriages conducted in the Philippines, we require an NSO marriage certificate. We do not accept marriage certificates issued by the LCR.

❑ Evidence of legitimation for out-of-wedlock births

This must be submitted if your parents were not married at the time of your birth. See Legitimation Requirements on the "Derivative U.S. Citizenship for Adults" page of the website found at <http://manila.usembassy.gov/service/citizenship/legitimation4.html>.

❑ Divorce and annulment decrees, if applicable

You must show proof of termination of all prior marriages of your parents. Please bring the original divorce decree/annulment decree and one photocopy of each document. Please bring certified translations if the decrees or certificates are not in English.

❑ U.S. citizen parent's death certificate, if applicable

Please bring the original and one photocopy of the death certificate of your deceased U.S. citizen parent. **For a death that occurred in the Philippines, we require an NSO death certificate.** A death certificate issued by the LCR is not acceptable.

BLOOD RELATIONSHIP

Prenatal records and/or other evidence of your mother's pregnancy

Please bring original documents and photocopies. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the applicant to the mother, regardless of citizenship. With the ultrasound reports, the Embassy is able to determine the probable conception period.

Evidence of your parents' physical presence in the same location at the time of conception (preferably original passports)

You may bring a notarized copy of the U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary).

Evidence of the parents' relationship prior to the conception of the applicant

The burden of proving a claim to U.S. citizenship, including a blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the relationship prior to the conception of the applicant. Bring original documents and a photocopy of each. Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. For more information, read the DNA testing procedures on the Embassy's website:

http://photos.state.gov/libraries/manila/350862/ACS-Consular_001/DNA%20Information%20Sheet%20_updated%20DEC%2016%20%202011.pdf

NOTE: Do not initiate DNA testing unless it is recommended by the Embassy for your pending citizenship application. A DNA test done independently and not according to Department of State procedures will not be accepted.

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the citizenship application process is obtaining all of the necessary documents. If you do not bring the required documentation (including an **NSO birth certificate), we will suspend processing of the application and you may be required to schedule another appointment.**

You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applicant

Date

