



Checklist for Adult Derivative Citizenship Claim

American Citizen Services
American Embassy, Manila

Please print out this checklist and bring it to your appointment, signed, and dated. You cannot apply for a U.S. citizenship claim and passport without a scheduled appointment.

Please check the appropriate box in front of each document that you bring with you. Many of the documents require you submit both an original and photocopy. If you do not bring a photocopy as indicated, you will be charged for each page that needs to be copied. The documents should be placed in the same order as the checklist with the original on top of the copy. If applicants appear more than 30 minutes late for their appointment, their appointment will be canceled and they will need to make a new appointment.

In addition to this list, a personal appearance by the applicant is required.

Forms

This signed checklist

Photos of applicant

You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.

Unsigned, completed ["Application for a U.S. Passport" \(DS-11\)](#). Do not sign!
The form must be completed electronically and printed.

Proof of Identity and Proof of Citizenship

Applicant's National Statistics Office (NSO) birth certificate

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

Passport/Identification of the applicant

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.

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

The applicant must present evidence of citizenship of his/her U.S. citizen parent. Possible evidence includes current and expired U.S. passports; Certificate of Naturalization or Citizenship; and Consular Report of Birth Abroad. Please bring the original evidence and one photocopy.

Legitimation

Marriage certificate of the applicant's parents, if applicable

Please bring the original Marriage Certificate of the applicant's parents and one photocopy. For marriages conducted in the Philippines, an NSO marriage certificate is required. A marriage certificate issued by the LCR is not acceptable.

If the parents were not married at the time of the birth of the applicant, **evidence of legitimation** must be submitted. (See Legitimation Requirements on the "Derivative U.S. Citizenship for Adults" page.)

Divorce and annulment decrees/death certificates, if applicable

The applicant must show termination of all prior marriages of his/her mother and/or father. Please bring certified translations if the decrees or certificates are not in English. Please bring the original divorce decree/ annulment decree/ death certificate and one photocopy of each document.

Death certificate of the U.S. citizen parent, if applicable

Please bring the original and one photocopy of the Death Certificate of the applicant's U.S. citizen parent. For death certificates issued in the Philippines, an NSO death certificate is required. A death certificate issued by the LCR is not acceptable.

Physical Presence in the United States

Evidence of physical presence

The applicant must bring proof that his/her U.S. citizen parent lived in the United States before he/she was born. Regularly available documents that may establish U.S. citizen parent's physical presence in the U.S. before the applicant's birth include: Transcripts from High School and/or College, Income Tax Returns and W2s, old passports, and a DD-214 Separation Statement (military members only). Other documents may be submitted to prove presence. Please bring the original and one photocopy of each document.

Filiation

Evidence of the parent's 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. Evidence of the parents' physical presence in the same location at the time of applicant's conception (preferably passports); photos prior to the time of conception, letters, and other correspondence may help establish the parent's relationship prior to the conception of the applicant. 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 (pdf). Please bring original and one photocopy of each document.

Fees

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, Discover, or Diners Club).

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the Derivative Citizenship application process is obtaining all of the necessary documents. If you do not bring the required documentation, 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