Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services
U.S. Embassy, Manila

Please print out this checklist and bring it to your appointment, signed, and dated. You cannot apply for a report of birth and passport without a scheduled appointment for each applicant (the child).

Please check the appropriate box in front of each document that you bring with you. Many of the documents require you to submit both an original and a 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 (the child) is required.

Forms

❑ This signed checklist

❑ **Photos of applicant and parents**
You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child and two each for the mother and father.

❑ Unsigned, completed **"Application for Consular Report of Birth Abroad" (DS-2029)**. Do not sign!

❑ If applying for a passport, unsigned, completed **"Application for a U.S. Passport" (DS-11)**. Do not sign! For children under the age of 16 both parents/legal guardians are required to come in person.
The form must be completed electronically and printed.

❑ For passport applications for children under the age of 16, if one parent/guardian is absent, a signed original **"Statement of Consent" (DS-3053)** from the absent parent, notarized by a U.S. commissioned notary, must be submitted. The document is valid for 90 days after the date of signature.

Proof of Identity and Proof of Citizenship

❑ **Child's National Statistics Office (NSO) Birth Certificate**
Please bring the original Birth Certificate and one photocopy. For children 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.

❑ **Photo identification and growing-up photos of child**
This is required for school-aged children. Please bring the original school ID and one photocopy. Growing-up photos should begin as near to birth as possible, spanning to the present.

❑ **Evidence of parents' U.S. citizenship**
The U.S. citizen parent(s) must present his/her current and expired U.S. passports and a photocopy of each passport and each page. A notarized copy of the current U.S. passport and its pages is acceptable in lieu of the original. (Note: only documents notarized by a U.S. commissioned notary will be accepted). If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization.

❑ **Passport/Identification document for non-U.S. citizen parent**
A non-U.S. citizen parent 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.

Physical Presence in the United States

❑ **Evidence of physical presence**
The U.S. citizen parent must bring proof of living in the United States before the child's birth. Regularly available documents that may establish your physical presence in the U.S. 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 as evidence of presence. Please bring the original documents and one photocopy.

Legitimation

❑ **Parents' marriage certificate, if applicable**
Please bring the original Marriage Certificate 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.

❑ **Divorce and Annulment Decrees/Death Certificates, if applicable**
The mother and/or father will need to show termination of all prior marriages. 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. For a death that occurred in the Philippines, an NSO death certificate is required.

❑ *If the parents were not married at the time of the birth of the applicant, a completed **"Affidavit of Paternity and Support" (DS-5507)** is required for an applicant born to an unmarried U.S. citizen father. Do not sign the document if the father will be present at the interview. If the father will not be present, the form must be signed by the father and notarized by a U.S. commissioned notary. If the father is deceased, an original Death Certificate and photocopy must be submitted. For a death that occurred in the Philippines, an NSO death certificate is required.*

Filiation

❑ **Prenatal records and/or other evidence of mother's pregnancy.** Please bring original documents.

❑ **Evidence of the couple'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 couple's physical presence in the same location at the time of conception (preferably passports), photos prior to the time of conception, letters, and other correspondence may help establish the couple'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 in conjunction with a CRBA or passport application. For more information, read the DNA testing procedures (pdf) on the Embassy's website. Please bring original documents and one photocopy of each document.

Fees

❑ **Non-Refundable Application Fee**
The fee for a Consular Report of Birth is $100. The fee for a child's passport under 16 is $105; for those 16 and over, the fee 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 CRBA 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 Applying Parent or Guardian Date

FOR THE U.S. CITIZEN PARENT, PLEASE LIST DOWN BELOW ALL THE DATES WHEN YOU WERE PHYSICALLY PRESENT INSIDE AND OUTSIDE THE UNITED STATES

Dates Physically Present INSIDE the United States

(Please start from birth if you were born in the U.S.)

From	To	State

Dates Physically Present OUTSIDE the United States

(Please start from birth if you were born outside the U.S.)

From	To	Place

Please be prepared to present documentary evidence of the physical presence listed above.

You may use extra sheet if necessary.