

PROCEDURE FOR APPLYING FOR CONSULAR REPORT OF BIRTH ABROAD

To apply for a Consular Report of Birth Abroad (CRBA) at the U.S. Embassy in Abuja or the U.S. Consulate General in Lagos, please do the following:

- (1) Visit <http://www.state.gov/m/a/dir/forms/c21447.htm> to complete and print an Application for Consular Report of Birth Abroad (DS-2029).
- (2) Make an appointment at
<https://evisaforms.state.gov/acs/default.asp?postcode=LGS&appcode=1> for Lagos &
<https://evisaforms.state.gov/acs/default.asp?postcode=ABU&appcode=1> for Abuja

Note that we are closed on US and Nigerian public holidays.

- a. Completed but unsigned Form DS-2029
- b. Your child's original birth certificate (NOTE: only National Population Commission (NPC) birth certificates are accepted for births in Nigeria)
- c. Your original marriage certificate, if married
- d. Form DS-5507, Affidavit of Parentage, Physical Presence, and Support, if the child's parents are NOT married, available at the link above
- e. Proof of at least one parent's US citizenship (US passport or original Certificate of Naturalization)
- f. Government issued photo identification for each parent appearing at the Consulate (passport or driver's license)
- g. CRBA application fee, \$100 USD (or Naira equivalent) – CASH ONLY, no credit cards accepted
- h. A valid e-mail address

Once your application is approved, you will be given instructions and a letter for collecting the CRBA. Please note that, all CRBAs are now printed in the US and sent to the Consulate, which generally takes two weeks.

If you wish to apply for a US passport along with the CRBA, you may complete and submit the application and two passport photographs at the Consulate, along with the passport fee of \$105 USD (or Naira equivalent). An Application for a U.S. Passport (Form DS-11) can be downloaded at <http://www.state.gov/documents/organization/79955.pdf>.

NOTE: the TOTAL fees when applying for a Consular Report of Birth Abroad (CRBA) and U.S. Passport together are \$205 USD (or Naira equivalent). Only cash is accepted for payment.



UNITED STATES CONSULATE GENERAL

American Citizen's Services Section
2 Walter Carrington Crescent, Victoria Island, Lagos Nigeria
Tel: 01 - 460 - 3400

Documentation Requirements for First Time Applicants Born in Nigeria

We can only accept copies of documents if they are clear, certified copies.
When submitting passport copies, you must submit all pages, including blank ones.
Applicants – including minors – must be present when submitting applications.

Please make an appointment by visiting:

<https://evisaforms.state.gov/acs/default.asp?postcode=LGS&appcode=1>

Fees

- \$25 or Naira equivalent for passport execution fee
- \$100 or Naira equivalent for Report of Birth fee
- \$40 or Naira equivalent for minor passport fee
- \$40 or Naira equivalent for passport surcharge

Applications

- Completed passport application
- Completed Report of Birth Abroad application

Official Documents

- Original Nigerian birth certificate issued by the National Population Commission and a photocopy
- Original Marriage certificate and a photocopy
- Certificate of Naturalization of US citizen parent(s) and a photocopy
- Original Divorce decree(s) for past marriage(s) and photocopy

Proof of Residence

- Physical Presence Worksheet
- Affidavit of Physical Presence and Parentage
- School records from citizen's study in US
- Pay slips
- W2s or tax transcripts for eight (8) years prior to birth
- American citizen's passports that show at least five (5) years presence in US before birth

Identification

- Father's government-issued ID or passport
- Mother's government-issued ID or passport
- Applicant's government-issued ID or passport

Passports – every page of relevant passport

- Father's US passport that shows relevant travel
- Mother's US passport that shows relevant travel
- Father's Nigerian passport that shows relevant travel
- Mother's Nigerian passport that shows relevant travel

Personal Documents

- Affidavit of Support
- Affidavit of Paternity
- Applicant's medical records
- Mother's prenatal/postnatal records
- Notarized letter of consent from parent not signing application
- Notarized letter of consent from father
- Notarized letter from parents authorizing guardianship

Photographs

- Applicant's photographs from birth to present
- Parents' wedding pictures
- Family pictures
- Parents' photographs
- Two (2) passport photographs for each passport application

You may scan and send certified/notarized documents to: lagosacs@state.gov

Important note regarding minors

- All applicants under the age of 14 require signatures from both parents.
- If both parents are in Nigeria, both must come to the Consulate and sign the application and present identification.
- If one parent is abroad, then that parent must submit a notarized letter of consent. If in the US, the notarization can be performed by any official notary. If not in the US, the notarization must be executed at a US embassy or consulate.
- If both parents are abroad, then they both must submit notarized letters of consent, as well as a notarized letter authorizing guardianship.