

**PROCEDURE FOR
APPLYING FOR CONSULAR REPORT OF BIRTH ABROAD**

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

- (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).
 - Note: If the child was born out of wedlock and his/her claim to U.S. Citizenship is through a U.S. Citizen father, applicants are also required to complete the Affidavit of Physical Presence or Residence, Parentage and Support Form (DS-5507):
 - <http://www.state.gov/documents/organization/126018.pdf>

- (2) Make an appointment at:
 - Lagos: <https://evisaforms.state.gov/acs/default.asp?postcode=LGS&appcode=1>
 - Abuja: <https://evisaforms.state.gov/acs/default.asp?postcode=ABU&appcode=1>

- (3) Items to be included in your application:
 - 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. Completed Form DS-5507, Affidavit of Parentage, Physical Presence, and Support, if required (see above)
 - e. Documentation demonstrating that the US citizen parent was physically present in the United States for a minimum of 5 years prior to the child's birth ([please find additional information regarding Proof of Residence here](#))
 - f. If submitting copies of the US Citizen parent's passport pages, they must be original showing all travel between the US and Nigeria from a period of at least one year prior to the child's birth
 - g. Proof of at least one parent's US citizenship (US passport or original Certificate of Naturalization)
 - h. Government issued photo identification for each parent appearing at the Consulate (passport or driver's license)
 - i. CRBA application fee, \$100 USD (or Naira equivalent) – CASH ONLY, no credit cards accepted
 - j. 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, as of January 1, 2011, all CRBAs are now printed in the US and sent to the Embassy/Consulate, which generally takes two to three 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 either your first or second appearance 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.

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

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 (original passports, or original notarized copies)

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

Important Notes Regarding Minors

- All applicants under the age of 16 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 provide an original signed/notarized letter of consent to the other parent to submit with the application. 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, they both must submit original signed/notarized letters of consent, as well as an original signed/notarized letter authorizing guardianship to the guardian who will appear with the minor applicant at the passport appointment.