

**REVISED 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).
- (2) Submit your application:
 - Lagos, Consulate: Applications can be submitted without an appointment Tuesday – Thursday between the hours of 7:30 AM and 10:30 AM. Note that we are closed on US and Nigerian public holidays.
 - Abuja, Embassy: Applicants must schedule an appointment to submit their application.
 - After you submit your application, it will be reviewed and we will contact you by email to invite you to schedule an appointment for a formal interview. In that email, we will request any further documentation that may be necessary to complete the processing of your case.
- (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 the child's parents are NOT married, available at the link above
 - e. Documents 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
 - f. Legible copies of the US citizen parent's passport pages 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
- (4) After a thorough review of your documents, you will be sent an e-mail advising of the date and time for you to return to the Consulate to complete your application. Return appointment dates are generally within 10 business days of the initial submission of documents. 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 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 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.