



REPORTING THE BIRTH OF A CHILD IN SPAIN TO U.S. CITIZENS

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a report of birth & passport without a scheduled appointment. Please check the appropriate box in front of each document you collect which pertains to you.

1. Completed **"Application for Consular Report of Birth"** (DS-2029). **DO NOT SIGN!**
2. Completed **Form DS 11, Passport Application. DO NOT SIGN!**
3. Completed **Form SS-5 (Application for a Social Security Number)** – signed by the U.S. citizen parent.
4. **Child's Spanish Birth Certificate – "Certificado literal de nacimiento"**. Bring original and 3 photocopies.
5. **Parents' marriage certificate.** Bring original and 1 photocopy.
6. **Divorce Decrees/Death Certificates, if applicable.** Bring original and 1 photocopy.
7. **Evidence of parent's US citizenship.** Bring original document and 3 photocopies.
8. **Evidence of physical presence.**
9. **Passport/Identification document for non-U.S. Citizen Parent.** Bring the original document and 3 photocopies.
10. **Application Fee.** The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105 or \$135 for children over 16. Accepted Payment Methods are: Cash (either dollars or Euros), Credit card (Visa, MasterCard, American Express, Discover, or Diners Club).
11. **Photos.** One passport photo. Passport photos can also be taken at the Consular Section waiting room. The cost of photos is €5 in coins.
12. **Self-addressed envelope**

If you do not bring the required documentation, we will suspend processing of the application and you will need to schedule another appointment. 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.

Date

Signature