



U.S. DEPARTMENT of STATE

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!** For children under the age of 16 **both** parents'/legal guardians' are required to come in person. If one parent/guardian is absent we will need to see original notarized consent.
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"**
Spanish Literal Birth Certificate: Please bring the child's long-form birth certificate, which is issued by the local Civil Registry. This document shows both parents' names. A translation must be provided. Bring original and 1 photocopy.
5. **Parents' marriage certificate**
Original certificate issued by local, state, or national government authorities. If married in the United States, please provide a state certificate issued by the civil authorities. If your marriage certificate is in a language other than English, a translation must be provided. Bring original and 1 photocopy.
6. **Divorce Decrees/Death Certificates, if applicable**
It will be necessary to show termination of all prior marriages for both parents. Please bring translations, if appropriate.
7. **Evidence of parent's US citizenship**
The U.S. citizen parent must present his/her U.S. passport. If the U.S. citizen parent was naturalized he/she must bring the original Certificate of Naturalization in addition to the passport. Bring the original document and photocopy.
8. **Evidence of physical presence**
DS-5507: Affidavit of Parentage, Physical Presence and Support. The U.S. citizen parent must bring proof of living in the United States. Primary evidence documents that may establish

your physical presence in the U.S. before the child's birth include: Transcripts from High School and/or College, Wage Statements. Bring the original document and photocopy.

9. **Passport/Identification document for non-U.S. Citizen Parent**

A non-U.S. citizen parent must bring his/her passport or other photo identification document, and *one photocopy of it*.

10. **Application Fee**

The fee for a Consular Report of Birth is \$100 (or 75€). The fee for a child's passport under 16 is \$105 of \$135 for children over 16 (78.75€ or 102€). Accepted Payment Methods are: Cash (either dollars or euros), Credit card (Visa, MasterCard, American Express, Discover, or Diners Club).

11. **Photos**

Two identical passport photographs are required. Passport photos can also be taken at the Consular Section waiting room. The cost of photos is €4 in coins.

12. **Self-addressed envelope**

Please bring a self-addressed, return envelope with postage to cover registered mail to fit unfolded A4 papers. Address it to a parent.

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