

Checklist for a Consular Report Of Birth Abroad (CRBA)

You cannot apply for a report of birth and passport without a scheduled appointment.

Photos of applicant

You will need one passport photograph, 2in x 2in (5cm x 5cm) set against a white background for the child

Correctly filled in **“Application for Consular Report of Birth Abroad” (DS-2029)**. To be signed by the U.S. citizen parent at the time of the interview, if not present to be signed and notarized by a notary public or a Consular Officer at any U.S. Embassy.

If applying for a passport, unsigned, completed **“Application for a U.S. Passport” (DS-11)**. Do not sign! For children under the age of 16 both parents/legal guardians are required to come in person.

For passport applications for children under the age of 16 if one parent/guardian is absent, a signed original **“Statement of Consent” (DS-3053)** from the absent parent notarized by a U.S. commissioned notary must be submitted. The document is valid for 90 days after the date of signature.

The child’s original birth certificate is required + translation.

Photo identification and growing up photos of child

This is required for school-aged children. Growing up photos should begin as near to birth as possible spanning to the present.

Evidence of parents’ U.S. citizenship

The U.S. citizen parent(s) must present his/her current U.S. passport. A notarized copy of the current U.S. passport and its pages is acceptable in lieu of the original. If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization.

Passport/Identification document for non-U.S. citizen parent

A non-U.S. citizen parent must bring his/her passport or two other forms of photo identification, such as Driver’s License or National ID card. Please bring the original ID.

Parents’ marriage certificate:

Please bring the original Marriage Certificate + translation.

Divorce and Annulment Decrees/Death Certificates, if applicable

The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English.

Phone: (249) 1-870-22000

Email: acskhartoum@state.gov

Webpage: <http://sudan.usembassy.gov/>

Evidence of physical presence

*The U.S. citizen parent must bring proof of living in the United States at least five years (two of which are after the age of 14) before the child's birth. Regularly available documents that may establish your physical presence in the U.S. include academic transcripts, bank or credit card statements showing regular transactions, detailed employment documentation, pay slips, gas bills, phone bills, court records, military records, U.S. employment and income records, medical records. U.S. Income Tax Returns (Forms 1040) or Social Security Statements **are generally not useful.***

Evidence of the couple's relationship prior to the conception of the applicant

The burden of proving a claim to U.S. citizenship, including blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available in conjunction with a CRBA or Passport application. For more information, read the DNA testing procedures (pdf).

Non-Refundable Application Fee

*The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105; for those 16 and over, the fee is \$135. The cashier at the Embassy accepts cash (either dollars or SDGs). Check with the cashier for the exchange rate. **Be reminded all fees are non-refundable.***

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation, we will suspend processing of the application and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation the case will be closed after 90 days from the date you applied. If you are unable to provide any further proof of physical presence, or submit any addition required information the case will be closed and a letter of refusal will be issued for your child.

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