

BELFAST CHECKLIST

1. Completed (but not signed) DS-2029, "Application for a Consular Report of Birth Abroad (CRBA)." Please note that the question regarding physical presence in the U.S. requires you to list **every entry and exit to and from the U.S. from your date of birth to the present date**. If you need to use additional pages, please do so.
2. Completed (but not signed) DS-11, "Application for a U.S. Passport."
3. Completed and signed SS-5, "Application for Social Security Card."
4. Long Form UK Birth Certificate issued by the Registrar - the long form version has both parents' names.
5. Both parents' passports.
6. Marriage Certificate (if applicable).
7. Evidence of Termination of Previous Marriages of either Parent (if applicable), e.g., Death Certificate, Divorce Decree.
8. Proof that the U.S. citizen parent meets the physical presence requirements for transmission of citizenship as described below. The best examples include, but are not limited to, current/previous passports (showing entry/exit stamps), high school transcripts, college/university transcripts, military records, employment records.
If parents are married and both are U.S. citizens, proof that one or other parent resided in the U.S. at any time prior to the child's birth.
If parents are unmarried and both are U.S. citizens, the requirements of either out-of-wedlock to a U.S. citizen mother or out-of-wedlock to a U.S. father below may be met.
If parents are married and only one is a U.S. citizen, proof that the U.S. citizen parent was physically present in the U.S. for a period or periods totaling 5 years prior to the child's birth, at least two years of which were after age 14.
If out-of-wedlock to a U.S. citizen mother, proof that the U.S. citizen mother was physically present in the U.S. for one continuous year (no vacations outside U.S.) at some time prior to the child's birth.
If out-of-wedlock to a U.S. citizen father, proof that the U.S. citizen father was physically present in the U.S. for a period or periods totaling 5 years before the birth of the child, at least two years of which were after age 14.
Note: Any period of time spent overseas with the U.S. military or government or a qualifying international organization such as the UN may be computed as physical presence in the U.S. for transmission of citizenship purposes as may time spent as the dependent of such a person (except in meeting the requirements for transmission out-of-wedlock to a U.S. citizen mother). Military records or proof of government or qualifying organization employment or dependency overseas will be required.
9. Photos: One 2" x 2" photograph.
10. Fee - \$100.00 for the Consular Report of Birth. \$105.00 for the passport if the child is under 16 or \$135 for the passport if the child is aged 16 or over. This can be paid in US dollars cash, the sterling equivalent in cash, or by credit/debit card.
11. A prepaid self-addressed Royal Mail Special Delivery Envelope to be used to mail the CRBA and Passport to you after issuance. Processing takes approximately 3 weeks.

Ideally BOTH parents should be present at the appointment but we recognize that it may not be possible in all cases. The child MUST attend the appointment. In the case of a child born out-of-wedlock to a U.S. citizen father who is not able to attend, the father must complete and submit a notarized Affidavit of Parentage, Physical Presence, and Financial Support Form DD5507 <http://www.state.gov/documents/organization/126018.pdf>. If either parent is unable to attend, a notarized Statement of Consent for passport issuance Form DS-3053 <http://www.state.gov/documents/organization/212243.pdf> completed by the absent parent will be required.