



# Wiesbaden Legal Center Legal Assistance Office



## Applying for a Consular Report of Birth Abroad

*This information is for first-time requests for a Consular Report of Birth Abroad. For information regarding obtaining a replacement report, see the "Replacement Consular Report of Birth Abroad" info page.*

If your child has a potential claim to U.S. citizenship, it will be necessary for the U.S. citizen parent to execute an application for a "Consular Report of Birth Abroad" before a consular officer. Both parents must accompany the child to the Consulate. You may also apply for your child's first passport and social security card when you report your child's birth.

The following documents are required:

Please print out and complete the CRBA Checklist (included, or available in PDF format at [http://germany.usembassy.gov/uploads/5a/f1/5af10415601739929843ba198b527ed9/crba\\_checklist.pdf](http://germany.usembassy.gov/uploads/5a/f1/5af10415601739929843ba198b527ed9/crba_checklist.pdf)) and bring it with you to your appointment.

- ☐ Completed "Application for Consular Report of Birth" (Form DS-2029), but **DO NOT SIGN!**
- ☐ Completed Form DS-11, Passport Application, but **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 statement of consent (Form DS-3053) from the absent parent, which must be notarized.

*[Forms DS-11 and DS-3053 can be downloaded from [http://travel.state.gov/passport/forms/ds3053/ds3053\\_846.html](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html), or obtained from the local passport acceptance office.]*

- ☐ Completed Form SS-5 (Application for a Social Security Number), which can be downloaded from the website and the end of this information.
  - A U.S. citizen parent will need to sign the form
  - A photo ID is required (U.S. passport or other foreign photo ID card)
- ☐ Abstammungsurkunde (if the child was born before January 1, 2009)

**or**

- ☐ Beglaubigter Auszug aus dem Geburtenregister (if the child was born after January 1, 2009)
  - This is the German birth certificate issued by local authorities. These documents must show the biological parents' names.
- ☐ Photo I.D. of child - this is not required for newborns.
- ☐ Evidence of parents' U.S. 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. Please bring the original certificate and one photocopy.
- ☐ 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. Please bring the original certificate and one photocopy.
- ☐ Parents' marriage certificate
  - We require the original certificate issued by local, state, or national government authorities. If your marriage certificate is in a language other than German or English, you must provide a certified translation. If you have a translation, you must still present the original certificate. Please bring the original certificate and one photocopy.
- ☐ Divorce Decrees/Death Certificates, if applicable

- You will need to show termination of all prior marriages for both parents. Please bring certified translations if the decrees or certificates are not in English or German.
- ☐ Evidence of physical presence
  - 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, DD-214 Separation Statement (Military Members only). Please bring the original certificate and one photocopy.
- ☐ Application Fee for a Consular Report of Birth Abroad
  - U.S. \$100.00 (payments also accepted in Euro)
  - For additional information regarding fees and forms of payment, go to [http://germany.usembassy.gov/acs/passport\\_payment/](http://germany.usembassy.gov/acs/passport_payment/)
- ☐ Self-addressed envelope
  - Please bring a self-addressed, return envelope with postage to cover registered mail (€3.60), to fit unfolded A4 papers and address it to a parent.

#### **IF THE PARENTS ARE NOT MARRIED**

- ☐ Completed Form DS-5507 (Affidavit of Paternity and Support) is required for an applicant born to an unmarried U.S. citizen father. **DO NOT SIGN!**
- ☐ German Acknowledgement of Paternity (Vaterschaftsanerkennung)
- ☐ German statement regarding custody (Sorgerechterklärung specifying sole or joint custody)

#### **IF APPLYING FOR A PASSPORT**

- ☐ Photos (see photo requirements at [http://germany.usembassy.gov/acs/photo\\_requirements/](http://germany.usembassy.gov/acs/photo_requirements/))
  - You will need a passport photograph, 2in x 2in (5cm x 5cm) set against a white background. Passport photos can also be taken at the Consulate and cost €6.00 in coins.
- ☐ Notarized Statement of Consent (Form DS-3053), if one parent is unable to come to the Consulate.

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

All forms mentioned above can be downloaded from <http://germany.usembassy.gov/acs/reportsofbirthabroad-new/>. For additional information, contact the nearest US Consulate or visit the website above.