Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services, U.S. Embassy, Manila

1) **Bring this checklist with you to your appointment, signed, and dated.**
2) **You cannot apply for a report of birth and passport without a scheduled appointment for each applicant (the child).**
3) **Please check the appropriate box in front of each document that you bring with you.**
4) **Many of the documents require you to submit both an original and a photocopy (including an NSO birth certificate). If you do not bring a photocopy as indicated, you may be charged for each page that needs to be copied.**
5) **The documents should be placed in the same order as the checklist with the original on top of the copy**.

In addition to this list, a personal appearance by the applicant (the child) is required.

FEES/FORMS/PHOTOS

❑ **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 pesos) and credit cards (Visa, MasterCard, American Express or Discover).

❑ **Courier Delivery Fee**

Upon approval, the CRBA will be delivered by the courier. You will pay the courier fee, which may vary depending on the delivery address, on the day of the appointment at the Embassy.

❑ **Photos of applicant and parents**

You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child and two each for the mother and father. For photo instruction and samples, refer to http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples_5300.html

❑ **"Application for Consular Report of Birth Abroad" (DS-2029)**. Fill-up/complete but do not sign!

Only the child's biological parent or legal guardian, preferably the U.S. citizen parent, can apply for a CRBA. Either parent, including a non-U.S. citizen parent, may execute and sign this application form before a Consular Officer. If it will be signed and executed by a legal guardian, a special power of attorney from the parent(s) or guardianship affidavit must be submitted. Please read and follow the "Instructions Page of the CRBA form" when filling it out. Complete items 1-15 but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy. Download and print the application for CRBA at http://photos.state.gov/libraries/manila/19452/pdfs/DS-2029%20as%20of%20March%2020_2013.pdf

❑ **"Affidavit of Parentage, Physical Presence and Support" (DS-5507)**.

If the parents were not married at the time of the birth of the applicant and the father is the U.S. citizen, the father must complete the Form DS-5507. Do not sign the document if the father will be present at the interview. If the father will not be present, the father must sign the form (signature is required on pages 3 and 4) and get it notarized by a U.S. commissioned notary. If the father is deceased, you will need to submit an original death certificate and photocopy. For a death that occurred in the Philippines, we require an NSO death certificate. Download the Form DS-5507 from http://photos.state.gov/libraries/manila/19452/pdfs/DS-5507_Jan2013.pdf

If you would also like to apply for a passport, please bring these additional items to your appointment:

❑ "**Application for a U.S. Passport" (DS-11)**, if applying for a passport. Fill-up/complete but do not sign!
For children under the age of 16 both parents/legal guardians are required to come in person. You must complete the form electronically and print it out. Please review the information on First Passport Applications (for children under the age of 16) on the website found at http://photos.state.gov/libraries/manila/19452/pdfs/DS-11_Jan2013_001.pdf

❑ **"Statement of Consent" (DS-3053)** is required for passport applications for children under the age of 16 if only one parent is appearing for the interview. The absent parent must sign the DS-3053 and get it notarized by a U.S. commissioned notary. The document is valid for 90 days after the date of signature. If only a legal guardian will accompany the child, a DS-3053 from both parents is required. Download this form at http://photos.state.gov/libraries/manila/19452/pdfs/DS-3053_Jan2013.pdf

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

❑ **Child's National Statistics Office (NSO) Birth Certificate**
Please bring the original birth certificate and one photocopy. For children born in the Philippines, a National Statistics Office (NSO) birth certificate is required. A birth certificate issued by the Local Civil Registrar (LCR) is not acceptable.

❑ **Photo identification and growing-up photos of child**
This is required for school-aged children. Please bring the original school ID and one photocopy. 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 and expired U.S. passports and a photocopy of each passport and each page. We will accept a notarized copy of the current U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary). 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 Senior Citizen's ID, Voter's ID, or digitized government-issued IDs such as SSS, PRC, BIR, or Driver's License. Postal ID is not acceptable. Please bring the original ID and one photocopy of each.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

❑ **Evidence of physical presence/residence**
The U.S. citizen parent must bring proof of living in the United States before the child's birth in order to transmit citizenship. Please consult our website for the requirements that pertain to your particular situation (http://manila.usembassy.gov/service/citizenship/derivative-claim-to-citizenship.html). Regularly available documents that may establish your physical presence/residence in the U.S. include transcripts from High School and/or College, Income Tax Returns and W2s, old passports, a Military Statement of Service or DD-214 Separation Statement (military members only). You can submit other documents as evidence. Please bring the original documents and a photocopy of each.

LEGITIMATION/LEGAL RELATIONSHIP

❑ **Parents' marriage certificate, if applicable**
Please bring the original marriage certificate and one photocopy. For marriages conducted in the Philippines, we require an NSO marriage. We do not accept marriage certificates issued by the LCR.

❑ **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. Please bring the original divorce decree/annulment decree/death certificate and one photocopy of each document. For a death that occurred in the Philippines, we require an NSO death certificate.

❑ **"Affidavit of Paternity and Support" (DS-5507)** signed by the U.S. citizen father if the parents were not married at the time of applicant's birth. Refer to the instructions about this form under the section "**Fees/Forms/Photos**" on page 1.

BLOOD RELATIONSHIP

❑ **Prenatal records and/or other evidence of mother's pregnancy.**
Please bring original documents and photocopies. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship. With the ultrasound reports, the Embassy is able to determine the probable conception period. **NOTE: For Assisted Reproductive Technology (ART)**, biological parents should submit medical records detailing the method/procedures done. The U.S. citizen parent must be the sperm or the egg donor in order to transmit U.S. citizenship to a child conceived through ART. For more information on how the Department of State determines citizenship for children conceived through ART, please consult this website: http://travel.state.gov/law/citizenship/citizenship_5177.html

❑ **Evidence of the couple's physical presence in the same location at the time of conception preferably original passports.**
You may bring a notarized copy of the U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary).

❑ **Evidence of the couple's relationship prior to the conception of the applicant.**
The burden of proving a claim to U.S. citizenship, including a 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. Bring original documents and photocopy of each. 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 on the Embassy's website as follows: http://photos.state.gov/libraries/manila/350862/ACS-Consular_001/DNA%20Information%20Sheet%20_updated%20DEC%2016%20%202011_.pdf

NOTE: Do not initiate DNA testing unless it was recommended by the Embassy for your pending CRBA application. A DNA test done independently and not according to Department of State procedures will not be accepted.

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 (including an NSO birth certificate), 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 you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

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.

_____ _____
Signature of Applying Parent or Guardian Date