



CONSULAR REPORT OF BIRTH CHECKLIST

U.S. Embassy, Santo Domingo

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.

- The child and both parents must be present at the interview.**
- Completed **Form DS 11, Passport Application. MUST be filled out online and printed legibly. DO NOT SIGN!**

Click here for a [DS-11 form](#). Both parents need to be present at the interview to provide unequivocal consent to passport issuance by signing the application form in front of the Consular Officer. If there are extraordinary circumstances and one of the parents cannot attend, such as one parent is not present in country, a notarized Statement of Consent **must** be submitted from the absent parent. Click here for a [DS-3053 consent form](#).

- Completed **"Application for Consular Report of Birth"** (DS-2029). **DO NOT SIGN!**
Click here for a [DS-2029 form](#).

If the parent in the interview has sole custody, an original or court certified copy of the custody order granting sole custody must be submitted with the application.

- Completed **Form DS 5507, Affidavit of Parentage, Physical Presence and Support. DO NOT SIGN!**

Click here for a [DS-5507 form](#). **This form is REQUIRED only if the minor was born out of wedlock, or if the U.S. citizen parent will not be in the interview. This document must be **signed and notarized by a U.S. notary**.

- Form SS-5FS, Application for a Social Security Card. Complete and SIGN it!** Click here for a [SS-5FS form](#).

- Child's Dominican birth certificate, legalized and in extensa/long form**
(Original and one photocopy). Short form birth certificates are not accepted.

- Parents' marriage certificate, legalized**
(Original and one photocopy). This is not applicable to unmarried parents.

- Divorce/Death Certificates, if applicable, that verifies the termination of a previous marriage** (original and one photocopy).

- Evidence of parent's U.S. citizenship**

The U.S. citizen parent/s must present his/her [U.S. passport \(original and three photocopies\)](#). If the U.S. citizen parent was naturalized he/she must bring the original Certificate of Naturalization or Certificate of Citizenship in addition to the U. S. passport (*and two photocopies*)

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

A non-U.S. citizen parent must bring and present a current, valid, [government-issued, photo id](#) (passport, driver's license, or Dominican cedula) along with [three photocopies of it](#).

Evidence of physical presence

If only one parent is a U.S. citizen and the child was born after November 14, 1986, the U.S. citizen parent **MUST** bring evidence that he or she previously lived in the United States for **at least 5 years prior to the birth of the child**. Two of those years need to be **AFTER the parent turned 14 years old**. An essential part of any CRBA application is proving that the US citizen parent was physically present in the United States for the required time period. No CRBA will be issued without this proof of physical presence. Below are some suggestions for evidence to establish physical presence in the U.S.:

- Social Security statement showing prior employment in the U.S.
 - This statement is available online at <http://www.ssa.gov/espanol/micuenta>. Alternatively, this statement may be obtained by mail using SSA Form 7004 which can be downloaded at <https://www.socialsecurity.gov/espanol/micuenta/ssa-7004-SP.pdf>
- Tax returns and W-2 statements
- U. S. School transcripts of the U.S. citizen parent (NOT diplomas)
- Military service records
- Expired or current passports (or birth certificates, if used for travel) showing prior travel to and from the United States for both parents.

Additional Required Documentation

- 2 photos of applicant (2"x 2"), photography service is available inside the Consular Section for a fee.
- Original proof of the mother's pregnancy (medical records from the pregnancy and birth, including sonograms if available, photographs of the mother during the pregnancy, in the hospital, and with the child after his/her birth.
- Evidence of the relationship of the parents before, during, and after the birth of the child – family photos, remittance receipts, ticket stubs, joint bank accounts, personal letters, etc.
- Photographs of the parents with the child from the time of birth through the present and/or other evidence that demonstrates the relationship between the U.S. citizen father and the child.

Application Fees

The fee for a Consular Report of Birth is **US \$100**. The passport fee is **US\$ 105** for a child under 16 and **US\$ 135** for a child 16 or older. In addition to dollar or peso cash payments for the services above, we also accept Visa, MasterCard, Discover, Diners Card, and American Express. U.S. Travelers checks and U.S. postal money orders are also accepted and should be made payable to "American Embassy Santo Domingo." Personal checks are not accepted.

Courier Fees

A courier fee of US **\$11.00** is required to deliver your passport and Report of Birth.

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.

Parent's Signature

Date

IMPORTANT INFORMATION

In the Dominican Republic, birth, marriage, divorce and death records are obtained from the local registry office (Oficialia Estado Civil) closest to the place where the event took place. Such documents must then be taken to the central registry office (Oficina Central de Estado Civil) at the electoral commission (Junta Central Electoral) in Santo Domingo to be legalized. Only legalized Dominican civil documents that are signed, stamped and sealed on both sides will be accepted.

The Immigration and Nationality Act (INA) requires that both a blood and a legal relationship exist between the child and the U.S. citizen parent. The burden of proof is on the applicant to establish a claim to U.S. citizenship.