



## Checklist for a Consular Report of Birth Abroad (CRBA) American Citizen Services (ACS), U.S. Cairo, Egypt

- 1) To obtain a CRBA appointment, please send the following documents to: [CRBAcairo@state.gov](mailto:CRBAcairo@state.gov)
  - This checklist (signed and dated on page 5)
  - DS-2029 CRBA application completed but unsigned
  - DS-11 passport application completed but unsigned (if also applying for a passport)
  - Your child's U.S. birth certificate (or other birth certificate with English translation) and copy
  - A copy of the biographic page of each parent's passport (or other official photo ID)
- 2) If you need appointments for more than one child you will have to fill out a separate checklist and provide all requested documentation for each child individually.
- 3) Please check the appropriate box next to each document listed on the checklist to confirm that you have this document in your possession and will bring it with you to your appointment.
- 4) You should bring ALL original documents to your CRBA interview together with their copies.
- 5) The documents should be placed in the same order as the checklist.

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

### REQUIRED CONTACT/APPLICATION INFORMATION

**You must complete this section with accurate information so that we may contact you as needed throughout this process. Any applications submitted without an email address and a local phone number will not be reviewed. Once we have conducted our initial review, we will contact you to schedule your CRBA appointment. Please allow two weeks from the date you mailed your application before contacting the Embassy.**

**Personal email address:** \_\_\_\_\_

Please provide a legible email address in the space provided above and on all forms outlined below. This will be the primary form of communication to ensure efficient processing of your application.

**Local phone number:** \_\_\_\_\_

**Present at CRBA interview?**  Both Parents  One Parent Only

In order to determine which forms and documents are required for your CRBA application, the ACS team must know which parents will attend the CRBA interview.

**Applying for child's passport?**  Applying for CRBA only  Applying for CRBA & Passport

If you plan to apply for a passport for your minor child at the time of your CRBA application, additional forms are required (see "Passport Application" on page 4 below).

## **CRBA FEES & FORMS**

### **Non-Refundable Application Fees**

The fee for a Consular Report of Birth Abroad is \$100. The fee for a child's passport is \$115; for those 16 years old and over, the passport fee is \$145. These fees are payable on the interview day at the Embassy cashier.

### **"Application for Consular Report of Birth Abroad" (DS-2029)**

- Please e-mail a copy and bring the original documents to the CRBA interview.
- If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a U.S.-commissioned notary.
- Download and print Form DS-2029 at:  
<http://www.state.gov/documents/organization/156216.pdf>
- Please read and follow the instructions when filling out Form DS-2029. Complete all the applicable items but **do not sign** it until you are asked to do so by the Consular Officer during your interview.

## **PROOF OF IDENTITY / CITIZENSHIP DOCUMENTS**

### **Birth Certificate for the applicant (child)**

Please e-mail a copy and bring the original birth certificate to the CRBA interview. Make sure that parents' names listed on the birth certificate match the names on their official photo IDs (passport, driver license, national ID card). You are required to include certified English translations.

### **U.S. Citizen Passport for U.S. citizen parent**

Please e-mail a copy of biographic page of the passport and bring the passport to the CRBA interview (if present at the interview). The U.S. citizen parent must have been a U.S. citizen at the time of the child's birth. The U.S. citizen parent(s) must present proof of his/her U.S. citizenship.

### **U.S. Citizen Naturalization Certificate or CRBA (if applicable)**

Please bring the copy of the Certificate of Naturalization to the CRBA interview. If the U.S. citizen parent was not born in the United States, they must submit a copy of their Certificate of Naturalization, Certificate of Nationality or their own CRBA issued by a U.S. Embassy or Consulate overseas.

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

Please e-mail a copy (front and back) and bring the ID to the CRBA interview. The non-U.S. citizen parent must bring his/her passport or valid national photo ID card.

**PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES**

**Evidence of physical presence in the United States/residence**

Please bring to the CRBA interview. The U.S. citizen parent must bring proof of sufficient physical presence or residence in the United States **before the child's birth** in order to transmit citizenship. Please consult State Department website for the specific requirements based on the parents' marriage and citizenship status <https://travel.state.gov/content/travel/en/legal-considerations/us-citizenship-laws-policies/citizenship-child-born-abroad.html>

Documents that may establish your physical presence in the U.S. include but are not limited to:

- Transcripts from primary, high school and/or university
- Income tax returns with W2 or 1099 forms
- Military Statement of Service or DD-214 Separation Statement (military members only)
- Social Security End of the Year Benefits Statement

**PATERNITY/LEGITIMATION/LEGAL RELATIONSHIP DOCUMENTS**

**Parents' marriage certificate (if applicable)**

Please bring the original marriage certificate to the CRBA interview. If the marriage certificate is not in English, you are required to include an official translation.

**Divorce and Annulment Decrees/Death Certificates (if applicable)**

Please bring the originals of each document to the CRBA interview. The mother and/or father will need to show termination of all prior marriages. If these certificates are not in English, you are required to include official translations.

**Paternity Acknowledgement/Legitimation (if applicable)**

If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must provide evidence of legitimation (e.g., a court order) or complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a U.S.-commissioned notary.

## PASSPORT APPLICATION

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

**“Application for a U.S. Passport” (DS-11)**

- Please bring the original DS-11 to the CRBA interview.
- Complete the appropriate sections, but **do not sign**. For children under the age of 16 both parents/legal guardians are required to come in person. If this is not possible, the absent parent must complete a DS-3053 (see below).
- **Download and print Form DS-11 at <https://pptform.state.gov>**

**Photo of applicant (child)**

Please bring the requested photos to the CRBA interview. You will need one recent passport photograph of the child applicant, 2in x 2in (5cm x 5cm) set against a white background, with no glasses. The photo cannot be older than 6 months.

**“Statement of Consent: Issuance of a Passport to a Minor Under Age 16” (DS-3053), if applicable**

If one parent is not present for the interview, the absent parent/guardian must sign a “Statement of Consent” (DS-3053) authorizing the issuance of a U.S. passport for children under the age of 16. The absent parent must sign the DS-3053 in front of a U.S.-commissioned notary or at a U.S. Embassy or U.S. Consulate overseas. The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.

- The original document must be provided at the interview and is **valid for 90 days** after the date of signature.
- Download and print Form DS-3053 at <http://www.state.gov/documents/organization/212243.pdf>

If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child’s passport, *e.g., court order, death certificate, etc.*

**“Statement of Exigent/Special Family Circumstances” (DS-5525)**

A completed DS-5525 is required for passport applications for children under the age of 16 if the written consent of the non-applying parent or guardian or sole custody cannot be obtained. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence to document your claim of exigent or special circumstances.

- Download and print Form DS-5525 at <http://www.state.gov/documents/organization/217450.pdf>
- Please bring the original DS-5525 to the CRBA interview.

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is providing all of the necessary documents. The most common issues are (1) incorrectly completing the DS-2029; (2) parents lacking their valid IDs; (3) missing child's birth certificate; (4) missing copies official translations of required documents; and (5) missing physical presence documentation for the U.S. citizen parent prior to the child's birth. If you do not present the appropriate documentation at the interview 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. 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

-----

-----

### **SUBMITTING YOUR APPLICATION**

Once you have reviewed your application according to the CRBA checklist you may email the form, along with this checklist, child's birth certificate and parents IDs to the CRBAcairo@state.gov. We strive to conduct initial application reviews within one week of receipt. Once we have conducted our initial review, we will contact you to schedule an appointment. Please allow two weeks from the date you mailed your application before contacting the embassy.