

Checklist for Consular Report of Birth Abroad (CRBA) and U.S. Passport

CRBA appointments are now scheduled through our online appointment system found here: <https://evisaforms.state.gov/acs/default.asp?postcode=SDO&appcode=1>

The required documents and evidence to bring to your appointment are listed below. **Applicants who fail to bring required documents and evidence on the day of the appointment may be asked to schedule a new appointment.** Your case will be reviewed by a consular officer at the time of the interview and additional documentation may be requested. Please visit our website at <https://do.usembassy.gov/u-s-citizen-services/child-family-matters/report-of-birth-abroad/>.

REQUIRED DOCUMENTS AND EVIDENCE

ALL APPLICANTS

- 1. [DS-2029](#) “Application for Consular Report of Birth Abroad.” Filled out and unsigned.
- 2. [DS-11](#) “U.S. Passport Application.” Filled out and unsigned.
- 3. [SS-5](#) “Application for a Social Security Card” Filled out and SIGNED at box 17.
- 4. Child’s Dominican birth certificate, must be the “acta inextensa”/long form, and must be legalized (with stamp on the back). “Extracta”/short form birth certificates are not accepted. Original and two photocopies are required.
- 5. [Passport photograph](#) of child applicant. Two passport sized (2x2 inch/5x5cm) photographs with white background.
- 6. Evidence of parent’s U.S. citizenship, to include a scan of the bio page of the U.S. passport. If naturalized, you must also bring the Certificate of Naturalization. Original and two photocopies are required.
- 7. Identification document for non-U.S. citizen parent. A non-U.S. citizen parent must present a valid, government-issued, photo identification such as a passport or cedula. Original and two photocopies are required.
- 8. Proof of physical presence in the United States of the U.S. citizen parent(s). Refer to our website to review the [physical presence requirements](#) for transmission of citizenship and ensure you provide [sufficient evidence](#).
****NOTE: In many [cases](#), the U.S. citizen parent must provide evidence they were physically present in the United States for at least five years (1,825 days) BEFORE the birth of the child, with two of those years (730 days) occurring after the age of 14. Time spent outside the United States, including international travel, does not count toward total physical presence in the United States. Examples of accepted evidence include school transcripts, tax records, and scans of all pages of previous passports submitted with the calculated total number of days present in the United States.*
- 9. Original proof of the mother’s pregnancy. Examples include medical records from the pregnancy and birth (including sonograms), and photographs of the mother during pregnancy, in the hospital, and with the child after his/her birth if available.

- 10. Evidence of the relationship of the parents before, during and after the birth of the child. Examples include family photos, remittance receipts, ticket stubs, etc.

*****IF MARRIED TO OTHER BIOLOGICAL PARENT AT TIME OF BIRTH**

- 11. Parents' marriage certificate, legalized. Original and two photocopies are required.
- 12. Divorce/Death Certificates that verify the termination of all previous marriages. Original and two photocopies are required.

*****IF NOT MARRIED TO OTHER BIOLOGICAL PARENT AT TIME OF BIRTH**

- 13. [DS-5507](#) "Affidavit of Physical Presence or Residence, Parentage and Support." Filled out and unsigned.

*****IF BOTH PARENTS NOT PRESENT AT INTERVIEW**

Both parents must be present at the interview to provide 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, the following documents must be filled out and notarized and the originals must be brought to the appointment along with copies of the same identity documents used to notarize the forms.

- 14. [DS-3053](#) "Statement of Consent for Issuing a Passport to a Child." Filled out and NOTARIZED.
- 15. [DS-2029](#) "Application for Consular Report of Birth Abroad." Filled out and with boxes 28 and 29 NOTARIZED.
- 16. [DS-5507](#) "Affidavit of Physical Presence or Residence, Parentage and Support." Filled out and NOTARIZED.

FEES

- 1. Application fee(s). The fee for a Consular Report of Birth Abroad is U.S. \$100. The passport fee is U.S. \$115 for a child under 16 and U.S. \$145 for a child 16 and older. In addition to dollar or peso cash payments, we also accept most major credit cards as well as U.S. Travelers checks and U.S. postal money orders made payable to "American Embassy Santo Domingo." Personal checks are not accepted.
- 2. Courier fees. A Domex fee of U.S. \$12.00 for the city of Santo Domingo and U.S. \$16.00 for other places in the Dominican Republic is required to deliver your passport and Report of Birth Abroad.