

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

U.S. Embassy, Santo Domingo

To schedule an appointment for a Consular Report of Birth Abroad, please scan and email items # 1 - 12 below, as well as a copy of this completed checklist to SDOCRBA@state.gov. We will review your documents for completeness and contact you to schedule an appointment.

**NOTE:** Your case will be reviewed by a consular officer at the time of the interview. Additional documentation may be requested.

**Please bring the originals with you at the time of your appointment.**

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| Name of Child: | Date of Birth: |
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**Please carefully review and initial each item on this checklist to ensure that your application is complete.**

- 1. Completed form [DS-2029](#) "Application for Consular Report of Birth Abroad" - Please do not sign
- 2. Completed form [DS-11](#) "U.S. Passport Application" - Please do not sign
  - Both parents need to 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, a notarized Statement of Consent **must** be submitted from the absent parent. Click here for a [DS-3053](#) consent form.
  - If the applying parent has sole custody, an original or court certified copy of the custody order granting sole custody must be submitted with the application.
- 3. Completed form [DS-5507](#) "Affidavit of Physical Presence or Residence, Parentage and Support" - Please do not sign
  - 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.
- 4. Completed form [SS-5](#) "Application for a Social Security Card" - Please sign at box 17
- 5. Child's Dominican birth certificate, must be the "acta inextensa"/long form, and must be legalized. Short form birth certificates are not accepted.
- 6. Parents' marriage certificate, legalized. This is not applicable to unmarried parents.

- 7. Divorce/Death Certificates, if applicable, that verify the termination of all previous marriages.
- 8. Evidence of parent's U.S. citizenship. The U.S. citizen parent/s must send a copy of the bio page of the passport and bring to the interview his/her passport. If the U.S. citizen was naturalized, he/she must send a copy of the Certificate of Naturalization or Certificate of Citizenship and bring the **original** Certificate of Naturalization or Certificate of Citizenship in addition to the U.S. passport.
- 9. Passport/Identification document for non-U.S. citizen parent. A non-U.S. citizen parent must present a current, valid, government-issued, photo identification. Examples include: passport, driver's license, or Dominican cedula.
- 10. Proof of physical presence in the United States of the U.S. citizen parent(s). Good examples of physical presence may include school records, university transcripts, and employment or tax records.
  - Please refer to our website to review the physical presence requirements for transmission of citizenship and ensure you are bringing sufficient evidence to demonstrate the length of presence in the U.S. required for your circumstances.
- 11. Original proof of the mother's pregnancy. This should include medical records from the pregnancy and birth (including sonograms if available), and photographs of the mother during pregnancy, in the hospital, and with the child after his/her birth if available.
- 12. Evidence of the relationship of the parents before, during and after the birth of the child. This might include family photos, remittance receipts, ticket stubs, joint bank accounts, personal letters, etc.
- 13. Passport photograph of child applicant. Two passport sized (2x2 inch/5x5cm) photographs with white background. Photography service is available inside the Consular Section for a fee.
- 14. 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.
- 15. 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.