



## U.S Embassy in Managua. Checklist for Consular Report of Birth Abroad and First-Time Passport.

- 1) You cannot apply for a report of birth and passport without a scheduled appointment for each applicant.
  - 2) Personal appearance by the applicant (the child) and both parents 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 \$115; for those 16 and over, the fee is \$145. Therefore, the total charge for children under 16 to apply for a Consular Report of Birth and passport is \$215. An applicant whose citizenship is not adjudicated until after age 18 is issued only a U.S. passport. The cashier at the Embassy accepts cash (dollars or córdobas, but not a mix of both currencies) and credit cards.

#### Photos of applicant

You will need two passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child (eyes must be open). For photo instructions and samples, refer to [http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples\\_5300.html](http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples_5300.html)

A photographer is available at the Embassy Monday to Friday from 6:30 am to 3:00 pm, except the last Friday of every month. The fee for this service is \$7 (seven dollars) for two photos.

- #### "Application for Consular Report of Birth Abroad" (DS-2029). Fill/Complete, but do not sign!
- The child's U.S. citizen parent or the child's mother, if the father is deceased, must apply for a CRBA.
  - Please read and follow the "Instructions" when filling out the form. Complete all the applicable items 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 Form DS-2029 at <https://eforms.state.gov/Forms/ds2029.PDF>
  - If one of the parents is deceased, submit an original death certificate and photocopy.

### PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

#### Original Birth Certificate

Please bring the original birth certificate of the child issued by the country of birth.

#### Evidence of parent's U.S. citizenship

The U.S. citizen parent must have been a citizen at the time of the child's birth. The U.S. citizen parent(s) must present proof of his/her U.S. citizenship, such as a valid or expired U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, or Certificate of Citizenship. Please bring original and a copy.

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

The non-U.S. citizen parent must bring his/her passport or another form of photo identification, such as a government-issued ID (cédula).

**Photo identification and growing-up photos of child**

If you are applying for a CRBA more than one year after the child's birth, please bring photos of the child from birth to their current age—many photos taken at different times and places. Also, for school-aged children, please bring as many school records as possible.

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

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

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.

Examples of documents that can help demonstrate a residence include, but are not limited to, a combination of some of the following: Property rental leases and payment receipts; deeds; utility bills; property tax records; automobile registrations; professional licenses; employment records or information; income tax records; stamped school transcripts; military records; income records, including W-2 salary forms; and vaccination and medical records.

Physical presence requirements for acquisition of U.S. citizenship by a child born abroad can be found at [travel.state.gov](https://travel.state.gov) or <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/us-citizenship/Acquisition-US-Citizenship-Child-Born-Abroad.html>

Most of the cases require 5 years of physical presence before the birth of the child, but as they vary case by case, please read the full requirements at the link above.

**LEGITIMATION/LEGAL RELATIONSHIP**

**Parents' marriage certificate, if applicable**

Please bring the original marriage certificate and one photocopy. For marriages conducted in Nicaragua, please provide the official marriage certificate from either the Alcaldía or Registro Central in Managua.

**Other proof of parents' relationship**

Photos together over time, stamps in current and prior passports showing time spent together in any country, and the Movimiento Migratorio for U.S. citizen parent (entry/exit record for Nicaragua issued by the Nicaraguan Immigration Office [www.migob.gob.ni](http://www.migob.gob.ni)). These documents can also serve as guide to the U.S. citizen parent in filling out page #2 of form DS-2029.

**Divorce and Annulment Decrees/Death Certificates, if applicable**

The mother and/or father will need to show termination of all prior marriages. Please bring the original divorce decree/annulment decree/death certificate and one photocopy of each document.

**BLOOD RELATIONSHIP**

**Prenatal records and/or other evidence of mother's pregnancy**

Medical records, ultrasound reports, "Epicrisis" (birth report from hospital), and photos of the parents during pregnancy and after birth are all helpful to establish the biological relationship. Please bring original documents and photocopies.

**Important note about DNA testing**

The Embassy DOES NOT accept private DNA tests taken in advance of the CRBA appointment. In some cases, if it is determined in the interview that there is not sufficient evidence of the biological relationship, DNA may be the only option to prove a biological relationship. The Embassy will provide instructions on the steps to follow to have the test conducted.

---

**To apply for a passport (recommended), please also bring the following:**

- “Application for a U.S. Passport” (DS-11).** Complete, but do not sign!  
For children under the age of 16, both parents/legal guardians are required to come in person. You can download the DS-11 at this website: <https://eforms.state.gov/Forms/ds11.PDF>

**Proof of Parental Consent (if one or both parents listed on the Birth Certificate is not present)**

- If only one parent/guardian is 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 and get it notarized by a U.S. commissioned notary or at a U.S. Embassy or 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 Statement of Consent document is only valid for 90 days after the date of signature.** Only originals consents are accepted (no scanned or faxed copies).

Download this form at <https://eforms.state.gov/Forms/ds3053.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 specifying sole custody and termination of parental rights, death certificate, etc.*, and a copy.

- If both parents/guardians are absent: A third party may apply for the child's passport with a notarized statement from both parents/guardians giving that third party permission to apply for the child. The absent parents must sign the DS-3053 and get it notarized by a U.S. commissioned notary or at a U.S. Embassy or 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 Statement of Consent document is only valid for 90 days after the date of signature.** Only originals consents are accepted (no scanned or faxed copies).

Download this form at <https://eforms.state.gov/Forms/ds3053.PDF>

-----  
Signature of Applying Parent or Guardian

-----  
Date