



American Citizen Services, U.S. Embassy, Managua

Checklist for Consular Report of Birth Abroad (CRBA), and First-Time Passport

- 1) Bring this checklist with you to your appointment, signed and dated.
- 2) You cannot apply for a report of birth and passport without a scheduled appointment for each applicant.
- 3) Please check the appropriate box next to each document that you bring with you.
- 4) Many of the documents require you to submit both an original and a photocopy.
- 5) The documents should be placed in the same order as the checklist with the original on top of the copy.

In addition to this list, 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. Once a child reaches the age of 18, he or she is no longer eligible to receive a CRBA certificate. The cashier at the Embassy accepts cash (dollars or cordobas, 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

"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. The child's U.S. citizen parent must sign and execute this application form before a Consular Officer.
- 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 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 father 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 and one photocopy. For children born in Nicaragua, please bring an official, original birth certificate.

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 two other forms of photo identification, such as a government-issued ID or Driver's License. Please bring the original ID and one photocopy of each.

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

If only one parent is a U.S. citizen, 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. Physical presence in most cases must be at least five years, two of those years after the age of 14. Documents that may establish your physical presence in the U.S. include transcripts from Primary, High School and/or University, old passports, a Military Statement of Service or DD-214 Separation Statement (military members only). Please bring the original documents and a photocopy of each. Page #2 of the DS-2029 must reflect specific periods of time in the United States.

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 Alcaldia 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 fathers (entry/exit record for Nicaragua issued by the Nicaraguan Immigration Office 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 mother during pregnancy and after birth are all helpful to establish the biological relationship between the mother and child. 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. In cases where DNA is used for a CRBA application, only a DNA test arranged through specific Embassy procedures and approved providers is acceptable. If it is determined that a DNA test is required, 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 original 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: Original **written statement** signed by each absent parent/guardian and notarized, specifically authorizing a named representative to apply for a passport on behalf of a child. The statement must include: minor’s full name and date of birth; affiant’s relationship to child (e.g., mother, father, etc.); affiant’s street address, telephone number and email address; and a specific statement that the affiant gives consent to the issuance of a U.S. passport to the named minor child.

Please note we will only accept this document for 90 days after the date of signature and the document should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent(s) must also provide a photocopy of the front and back side of the acceptable photo I.D. used during notarization.

To apply for a Social Security Card

☐ Once you complete the process for the Consular Report of Birth Abroad and first-time U.S. passport please apply for the Social Security card at a Social Security Administration in the U.S. or contact the Regional Federal Benefits Unit in Costa Rica: <https://cr.usembassy.gov/u-s-citizen-services/social-security/>

☐ U.S. Embassy Managua can only process Social Security applications for those seeking a Consular Report of Birth Abroad who are age **12 or older**. These applicants should print and complete form SS-5 available at <https://www.ssa.gov/forms/>

We will ask for evidence to show you do not have a Social Security number. Here are examples of documents you can use to prove a Social Security number was never assigned:

If you lived outside the United States for an extended period, a current or previous passport, school and/or employment records, and any other record that would show long-term residence outside the United States could be used to show you do not have a Social Security number. If you have lived in the United States and you are applying for an original Social Security number, we may ask you for information about the schools you attended or we may ask you to provide copies of tax records that would show you were never assigned a Social Security number.

IMPORTANT REMINDER:

Our goal is to complete the application within the first interview. However, appearing at your appointment without all required documents will require us to suspend processing of the application and require that you schedule an additional appointment to return with missing documents.

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