

Checklist for a Consular Report Of Birth Abroad (CRBA)

You cannot apply for a report of birth and passport without a scheduled appointment.

Completely filled out form DS 2029 -- Application for Consular Report of Birth Abroad. *To be signed by the U.S. citizen parent(s) at the time of the interview. If the U.S. citizen parent(s) cannot be present at the interview, the form is to be signed and notarized by a U.S. notary public or a Consular Officer at any U.S. Embassy.*

- Complete all question blocks. If a question is not applicable to you, enter “*Not Applicable*” or “*N/A.*”
- Enter all dates in month/day/year format (for example, December 01, 2007 should be written as 12/01/2007).
- Please provide precise *dates* of the U.S. citizen parent’s *physical presence* in the United States on page 2. *Residence* is NOT the same thing as *physical presence*.** Starting from the top, list the U.S. entries in the ‘**From**’ column, and U.S. exits in the ‘**To**’ column). Entry and exit stamps from the parent’s passports can be a good source for this information.

Evidence of parent/s U.S. citizenship: The U.S. citizen parent(s) must present his/her current U.S. passport. A notarized copy of the current U.S. passport and its pages is acceptable in lieu of the original. If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization.

Passport/Identification document for non-U.S. citizen parent: A non-U.S. citizen parent must bring his/her passport or two other forms of photo identification, such as Driver's License or National ID card. Please bring the original ID.

The child’s original birth certificate is required + *translation*. Translations from Sudan must be officially obtained through the University of Khartoum.

Parents’ marriage certificate: *Please bring the original Marriage Certificate + translation.* Translations from Sudan must be officially obtained through the University of Khartoum.

Divorce and Annulment Decrees/Death Certificates, if applicable: *The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English.* Translations from Sudan must be officially obtained through the University of Khartoum.

Phone: (249) 1-870-22000

Email: acskhartoum@state.gov

Webpage: <http://sudan.usembassy.gov/>

Evidence of physical presence: *The U.S. citizen parent must bring proof of living in the United States at least five years (two of which are after the age of 14) before the child's birth. Regularly available documents that may establish your physical presence in the U.S. include academic transcripts, bank or credit card statements showing regular transactions, detailed employment documentation, pay slips, gas bills, phone bills, court records, military records, U.S. employment and income records, medical records. NOTE: U.S. Income Tax Returns (Forms 1040) or Social Security Statements are generally not useful as evidence for physical presence.*

Non-Refundable Application Fee: *The non-refundable application 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. You will pay the fee in person to the Cashier at the time you appear at the Embassy. The Consular section at the U.S. Embassy in Khartoum can ONLY accept U.S. dollars for Consular services.*

IF ALSO APPLYING FOR A PASSPORT:

Completed form DS 11, Application for a U.S. Passport. Do not sign! For children under the age of 16, both parents/legal guardians are required to come in person to the interview. If one parent/legal guardian cannot be present, a signed original "**Statement of Consent**" (**DS-3053**) from the absent parent must be submitted. The document must be notarized by a U.S. commissioned notary or a Consular Officer at any U.S. Embassy. The document is only valid for 90 days after the date of signature.

Photos of applicant: One recent, colored passport photograph, 2in x 2in (5cm x 5cm) set against a white background for the child. Applicant cannot wear glasses in the photo.

Photo identification and growth progression photos of child: This is required for school-aged children. Growth progression photos should begin as near to birth as possible, spanning to the present.

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation, 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 the case will be closed after 90 days from the date you applied. If you are unable to provide any further proof of physical presence, or submit any addition required information the case will be closed and a letter of refusal will be issued for your child.

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