

U.S. Embassy Abuja / U.S. Consulate Lagos

American Citizen Services



Checklist for Consular Report of Birth Abroad (CRBA) along with First-Time Passport

- 1) Bring this checklist with you to your appointment, signed and dated.
- 2) When applying for a CRBA/Passport you must schedule an appointment for each individual applicant.
- 3) Please check the 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) is required and **both parents should appear if possible. Please see note if one parent is unable to attend.**

FEES/FORMS/PHOTOS

Non-Refundable Application Fee

The fee will be paid on the day of the appointment at the Embassy/Consulate. 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 only cash (dollars or naira, but not a mix of both currencies).

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).
- Download, fill out and print Form DS-2029 at <https://eforms.state.gov/Forms/ds2029.PDF> ; and Form DS-5507 at <https://eforms.state.gov/Forms/ds5507.PDF>. Complete all the applicable items, but **do not sign these forms until you are asked to** do so by the Consular Officer during your appointment at the Embassy/Consulate.

- If the parents were not married at the time of the child's birth, the U.S. citizen father must complete all parts of Item 28, page 3 of the form DS-2029 and part II on page 3

on the DS-5507. All applicants must complete part 29 on page 4 of the DS-2029 and part III on page 4 of the DS-5507.

- If the U.S. citizen parent is unable to appear in Nigeria, he or she may sign the forms in front of a Passport Specialist or Designated Acceptance Agent, for example at a Passport Agency in the U.S., and send the original forms to the parent in Nigeria to bring to the appointment.
- Nigerian notaries are not accepted for any of the forms.

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

Original Birth Certificate

Please bring the original birth certificate and (1) photocopy. For children born in Nigeria, bring the National Population Commission (NPC) 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 and present proof of U.S. citizenship, i.e. valid or expired U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, or Certificate of Citizenship. Bring the original and (1) photocopy.

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 (1) 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 was a U.S. citizen at the time of the child's birth, that parent must bring proof of sufficient physical presence or residence in the United States before the 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, all before the child was born. Documents that may establish your physical presence in the U.S. include school transcripts, old passports, a Military Statement of Service or DD-214 Separation Statement (military members only). Consular officers will also consider Social Security Statements from www.ssa.gov or CBP exit/entry records requested by the applicant from www.foia.gov. Bring the original documents and (1) 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

Bring the original marriage certificate and (1) photocopy. For marriages conducted in Nigeria, provide the official marriage certificate from the marriage registrar. If the marriage was a traditional ceremony, please bring evidence of this marriage and the date.

Other proof of parents' relationship

Photos together over time, stamps in current and prior passports showing time spent together in any country. Applicants may also request CBP exit/entry records from www.FOIA.gov. 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. Bring the original death certificate or divorce decree/annulment and (1) photocopy of each document.

BLOOD RELATIONSHIP

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

Medical records, ultrasound reports, 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.

Evidence of parents' location at time of conception

Examples may include passports, flight records, entry/exit records, etc.

Important note about DNA testing

The Embassy DOES NOT accept private DNA tests taken in advance of the CRBA appointment. After the interview if it is determined there is insufficient evidence of the biological relationship, DNA testing may be suggested and specific instructions will be provided by the Consular Officer on only using the approved providers.

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. Complete the form at pptform.state.gov, hit the submit button, and then print it out and bring it with you to the appointment.

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

The absent parent must sign the DS-3053 and get it notarized by a U.S. notary or at a U.S. Embassy or Consulate overseas and send the original to the parent attending the interview, with (1) photocopy of the front and back side of the photo I.D. 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).

Note: If one parent/guardian has sole custody, present the original document allowing sole authority to apply for the child's passport, *i.e., court order specifying sole custody and termination of parental rights, death certificate, etc.*, and (1) copy.

Appointment Request:

I hereby certify that:

- I have read the above instructions.*
- I certify that by checking the boxes above I have the relevant documents and evidence in my possession and am prepared to present them at the time of my appointment. (If you do not have all the necessary documents yet, wait to sign and submit this form).*
- I am sending copies of the required documents along with this signed checklist by email to request an appointment.*

Signature of Applying Parent or Guardian

Date

NOTE: Due to limited availability, it will be difficult to reschedule appointments once scheduled and will result in a delay. Please indicate two weeks (Monday – Friday) in which you would prefer to schedule your appointment. We can not guarantee we will be able to schedule you during these weeks, but we will make our best effort. Please note we may be scheduling from 2-8 weeks out depending on demand.

Week One: _____ Week Two: _____

