

## CHECKLIST FOR CONSULAR REPORT OF BIRTH APPLICATIONS

Please bring the following original documentation to your scheduled interview:

- Long Form UK Birth Certificate – Long Form birth certificate from Registrar’s Office, showing mother and father’s full name.
- Completed (but not signed) DS-2029, “Application for a Consular Report of Birth Abroad.” Please note that question 12 regarding your physical presence in the U.S. requires you to list **every** entry and exit to and from the U.S. from your date of birth to the present date. If you need additional pages, please add them.
- Completed (but not signed) DS-11, “Application for a U.S. Passport.”
- Completed and signed SS-5, “Application for Social Security Card.”
- Mother’s Passport
- Father’s Passport
- Marriage Certificate (if applicable)
- Evidence of Termination of Previous Marriages by either Parent, e.g., Death Certificate, Divorce Decree
- Proof of Physical Presence
  - **If parents are married and only one parent is a U.S. citizen**, documentation from U.S. citizen parent showing that s/he was physically present in the U.S. for a total of 5 years before the birth of the child, at least two years of which were after s/he reached the age of 14, e.g., previous passports, school transcripts, work records, social security statements, tax returns.
  - **If parents are married and both parents are U.S. citizens**, no documentation other than the parents’ U.S. passports will be required (except if both parents acquired their U.S. citizenship through birth abroad to a U.S. citizen parent in which case one parent must show proof that s/he resided in the U.S. at some time prior to the child’s birth).
  - **If out-of-wedlock to a U.S. citizen mother**, documentation showing that the U.S. citizen mother had one year of continuous physical presence in the U.S. (no vacations outside U.S.) at some time prior to the child’s birth, i.e., old passports with entry and exit stamps.
  - **If out-of-wedlock to a U.S. citizen father**, documentation showing that the U.S. citizen father was physically present in the U.S. for a total of 5 years before the birth of the child, at least two years of which were after the age of 14, e.g., previous passports, school transcripts, work records, social security statements, tax returns. In addition, the U.S. citizen father must complete an “Affidavit of Parentage, Physical Presence and Financial Support” to be notarized at the time of scheduled appointment. If you require a copy of this form, telephone 02890-386104.
- Photos: Two 2” x 2” photographs.
- Fee - \$65.00 for the Consular Report of Birth and \$85 for the U.S. passport if the child is under 16 and \$100 for the U.S. passport if the child is aged 16 - 18. This can be paid in US dollars, sterling equivalent or a credit/debit card.
- Royal Mail Special Delivery Envelope – prepaid and self-addressed.