

# Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services  
American Embassy, Kampala

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. You must bring the **ORIGINAL** document with you to the interview.
4. For documents from Uganda, please submit NIRA documents only.
5. The documents should be placed in the same order as the checklist.
6. A personal appearance by the applicant (the child) is **REQUIRED**.

## FEES AND FORMS

### Non-Refundable Application Fee

The fee for a Consular Report of Birth is \$100. The fee for a minor applicant's passport under 16 is \$115; for those 16 and over, the fee is \$145. The cashier at the Embassy accepts cash (either dollars or schillings) and credit cards (Visa, MasterCard, or American Express).

### Application for Consular Report of Birth Abroad (DS-2029). **Fill completely but do not sign!**

1. The applicant's parent(s) or legal guardian (preferably the U.S. citizen parent) or a person applying in loco parentis (a designated "representative" of the parent(s) or guardian) can apply for a CRBA. Either parent may sign and execute this application form before a Consular Officer. If the application will be signed and executed by a legal guardian, evidence of legal guardianship must be submitted. If a representative will sign the application, please see instructions below.
2. Please read and follow the instructions when filling out the form. Complete **ALL** the applicable items but do not sign the 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://ug.usembassy.gov/wp-content/uploads/sites/42/ds2029.pdf>.
3. Section 24 of the application **MUST** be filled out completely and accurately. Please see instructions for completing Section 24 at <https://ug.usembassy.gov/u-s-citizen-services/child-family-matters/birth/guidance-on-how-to-complete-section-24-of-the-ds-2029/>.
4. If the applicant was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete Item 28, page 3 of the form DS-2029. He must wait to sign it in front of the Consular Officer at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a notary in the United States.
5. If either parent is deceased, submit an original, government-issued death certificate.
6. If neither parent/guardian will be present at the interview: Submit a notarized written statement or affidavit/Special Power of Attorney (SPA) from both parents and guardians authorizing a representative who is acting in loco parentis to apply for the CRBA (If also applying for a passport, please see additional requirements on page 3 of this checklist). The

affidavit / SPA must specifically authorize the representative to apply for the CRBA. The document must be duly notarized by a U.S. commissioned notary or a U.S. Consular Officer. The parents must also provide photocopies of the front and back side of the photo I.D.s that were used during notarization of the affidavit / SPA.

## **PROOF OF IDENTITY AND PROOF OF CITIZENSHIP**

### **□Applicant's government-issued, long form birth certificate**

Please bring the original, government-issued, long form birth certificate. In Uganda, this birth certificate is issued by the National Identification and Registration Authority (NIRA). NIRA is located at 16 Upper Kololo Terrace (at the Kololo air strip) in Kampala. A birth certificate issued by a hospital is not sufficient.

NOTE: The **names** of the child and parent(s) listed on the birth certificate must appear in the **same order**. For each name, the surname should be listed first and then the given name(s). If there is a discrepancy with name order on the birth certificate, you will be asked to get a new one.

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

The U.S. citizen parent must have been a citizen at the time of the applicant's birth. The U.S. citizen parent(s) must present original 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.

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

The non-U.S. citizen parent must bring his/her passport or other form of photo identification, such as a national ID.

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

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

The U.S. citizen parent must provide proof of sufficient physical presence or residence in the United States *before the applicant's birth* in order to transmit citizenship. Documents that *may* establish your physical presence in the U.S. include school transcripts, income tax returns and W2s, old passports, a Military Statement of Service or DD-214 Separation Statement (military members only).

## **LEGITIMATION/LEGAL RELATIONSHIP**

### **□Parents' marriage certificate, if applicable**

Please bring the original marriage certificate, issued by a court or religious authority having legal authorization to perform marriages in the country where the marriage took place.

### **□Divorce and annulment decrees/death certificates, if applicable**

Both parents must provide evidence of termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English. Please bring the original divorce decree/annulment decree/death certificate. For a death that occurred in Uganda, please provide a NIRA death certificate or an original Consular Report of Death Abroad issued by the U.S. Embassy.

## **BLOOD RELATIONSHIP**

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

- Please bring original documents that show evidence of the mother’s prenatal (antenatal) medical care. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the applicant to the mother, regardless of her citizenship.

**☐ Evidence of the couple’s physical presence in the same location at the time of conception**

Please provide the parents’ passport(s). If the original passport(s) will not be presented during the interview, notarized copies of all the pages of the passports may be presented. Note: Documents should be notarized by a U.S. commissioned notary or U.S. consular officer. Flight records and/or entry and exit records from a country may also be helpful.

NOTE: Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. However, **DO NOT** initiate DNA testing unless it was recommended by a Consular Officer for your pending CRBA application. The Embassy WILL NOT accept a DNA test conducted independently outside of Department of State procedures.

## Checklist for Child’s First Passport

**If you would also like to apply for a passport, please submit these additional items:**

**☐ “Application for a U.S. Passport” (DS-11). Fill/complete but DO NOT SIGN!**

For applicants under the age of 16, both parents, or a legal guardian(s), are required to appear in person. If this is not possible, see below for instructions on proof of parental consent. Please complete the form electronically, and print it out. A form completed by hand may be accepted on a case-by-case basis but will slow down the processing. Please review the information on First Passport Applications (for children under the age of 16) on the website found at <https://eforms.state.gov/Forms/ds11.pdf>.

**☐ Photo of applicant**

You will need one (1) passport photograph, 2in x 2in (5cm x 5cm) set against a white background for the applicant. The child’s eyes must be open and the head should be no larger than 1in. For additional photo instruction and samples, refer to <https://travel.state.gov/content/passports/en/passports/photos/photos.html>.

**☐ Proof of parental consent (if one or both parents listed on the birth certificate are not present)**

Parents/legal guardians not present for the interview must provide an original “Statement of Consent” (form DS- 3053) authorizing the issuance of a U.S. passport for applicants under the age of 16. If both parents/guardians are absent, each parent must sign his or her own “Statement of Consent” form (DS-3053) authorizing a representative to apply for the passport. The representative should appear at the interview with the applicant and present a valid government-issued ID.

NOTE: DS-3053 forms must 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 photo ID that was used during notarization. *The document is only valid for 90 days after the date of signature.* 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 applicant's passport, e.g., court order, death certificate, etc.

**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 appropriate 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 you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. All fees are non-refundable.**

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.

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Name (printed)

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Signature and Date