

CONSULAR REPORT OF BIRTH ABROAD – CHECKLIST

- ❑ Completed, **but not signed** application for Consular Report of Birth Abroad: [Form DS-2029](#)
- ❑ Completed, **but not signed** application for a U.S. passport: [Form DS-11](#)
- ❑ One U.S. passport-sized photo: 2" X 2" with a white background showing the child's full face with the eyes open, if possible. If the child is being held up in front of a camera, please ensure that no part of the child's head or face is obstructed
- ❑ Child's original Birth certificate (and 2 copies)
- ❑ Evidence of parents' citizenship (and 2 copies of each): A current passport is the preferred form of proof
- ❑ Evidence of parents' identity (and 2 copies of each): Must be government issued photo I.D. (a U.S. passport can be used for both evidence of parents' citizenship & identity)
- ❑ Evidence of parents' marriage, if applicable (and 1 copy)
- ❑ Evidence of termination of all prior marriages of parents, if applicable (and 1 copy): divorce decree(s) or death certificate(s)
- ❑ Certified English translation: A translation into English (and 1 copy) must be provided for all supporting documents in a foreign language
- ❑ If only one parent is a U.S. citizen, evidence of the U.S. citizen parent's physical presence in the U.S. before the birth of the child (and 1 copy). The law requires that the parent must actually be in the U.S. for a total of five years, with 2 of these years being after the age of 14. School transcripts are preferred. For more information visit our [webpage](#) on birth abroad
- ❑ If the child was conceived out of wedlock, evidence of parents' physical presence together at time of conception (and 1 copy) e.g. passports, leases, etc.
- ❑ If you used Assisted Reproductive Technology (ART) provide medical records (and 1 copy) detailing the method/procedures used. For more information visit the [Department of State webpage](#)
- ❑ Non-Refundable US\$115 passport fee and US\$100 CRBA fee (payable by credit card or the equivalent in Singapore dollars)