

Checklist for Consular Report of Birth Abroad (CRBA)

After reading the instructions on our internet pages, please use the following checklist to make sure that you have all the required documents before you come to our office, otherwise your appointment may have to be rescheduled.

- [Consular Report of Birth application form](#) (Form DS-2029) completed in all parts **but not signed**
- Completed and signed [Application for Social Security Card for children under the age of 5](#) (Form SS-5)
- Two original Italian birth certificates with names of parents. **Please note: the hospital birth registration form is not acceptable.**
- If married, marriage certificate (original or certified true copy)
- If divorced, divorce decree or certification of marriage termination
- Proof of U.S. citizenship (current passport or birth certificate) for the American parent(s)
- Proof of physical presence in the U.S. for the American parent (for example original school or employment records, etc.)
- American citizen parent and child must appear in person
- Payment of Fee (see: [Fees and forms of payment](#))

Checklist for Your Child's Passport Application (Form DS-11)

- [Passport application form](#) (DS-11) completed in all parts **but not signed**
- [One passport photograph](#) (5x5 cm. or 2x2 inches) (taken within the last six months);
- Valid Passport or ID card for both parents
- Both parents and child must be present
- Payment of Fee (see: [Fees and forms of payment](#))
- Applicants may pick up passports and/or Consular Report of Birth Certificates at the office where the application was submitted or through a private courier agency, Mail Boxes Etc. (MBE). Please follow this [link](#) for information on MBE.

All forms need to be completed at the time of the appointment.

For any further questions contact the [appropriate Consular office](#) in your district