



Checklist for Consular Report of Birth Abroad (CRBA) and U.S. Passport

In order to schedule an appointment for a Consular Report of Birth Abroad, please mail in a photocopy of items # 1 – 9 below, as well as a copy of this checklist initialing the items completed.

We will review them for completeness and contact you to schedule an appointment.

NOTE: This is not a pre-adjudication process. Your case will be reviewed at the time of the interview. Additional documentation may be requested.

On the day of your appointment, parents and child must be present. You must also bring the required original documents, forms and photocopies listed below (even if photocopies were previously mailed.) Any documents not in English should be translated.

Name of Baby:	Date of Birth:
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Please carefully review and initial each item on this checklist to ensure that your application is complete.

1. Completed form DS-2029 – Please do not sign
2. Completed form DS-11 – Please do not sign
3. Completed form SS-5 (for applicants in Rome and Naples only) – Please sign at box 17
4. Original birth certificate issued by the *Comune* or *Anagrafe* listing the parents' names.
Birth certificates listing just the child and hospital birth registrations are not acceptable. If available, please request *Modello Plurilingue* (certificate in multiple languages). Please bring the original and 2 photocopies;
5. If married, marriage certificate (original or certified true copy). Please bring the original and 1 photocopy;
6. If previously married, the original or certified copy of divorce decree, or death ***certificate for all previous marriages***. Please bring the original and 1 photocopy;
7. Valid passport/identification document for the parent(s). Please bring the original and 2 photocopies of the bio page of the document;
8. Proof of U.S. citizenship (passport, birth certificate, or Certificate of Naturalization) for the American parent(s). Please bring the original plus 3 copies of the bio page of the passport, or 1 photocopy of birth certificate, or Certificate of Naturalization;
9. Proof of physical presence in the United States of the U.S. citizen parent(s). Good examples of proof of physical presence include school records, university transcripts and employment records.

Please refer to our website to review the physical presence requirements for transmission of citizenship and ensure you are bringing sufficient evidence to demonstrate the length of presence in the U.S. required for your circumstances;
10. Passport photograph - One passport sized (2x2 inch/5x5cm) photograph with white background. Please refer to instructions on our website.
11. Payment for application fee(s). We accept cash (euros and US dollars) and all major credit cards. NOTE: We do not accept bancomat (ATM) and personal checks;
12. Completed shipping order form.