



Checklist for Adult Derivative Citizenship Claim

American Citizen Services
American Embassy, Manila

1. Bring this checklist with you to your appointment, signed, and dated
2. You cannot submit a U.S. citizenship claim without a scheduled appointment.
3. Please check the appropriate box in front of each document that you bring with you.
4. We require that you submit both an original and a photocopy of many of these documents. If you do not bring a photocopy as indicated, you may be charged for each page that needs to be copied.
5. The documents should be placed in the same order as the checklist with the original on top of the copy.

In addition to this list, a personal appearance by the applicant (18 years old and above) is required.

FEES/FORMS/PHOTOS

Non-refundable application fee

The fee for an adult passport is \$135. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express or Discover).

Courier delivery fee

Upon approval, the passport will be delivered by the courier. On the day of the appointment at the Embassy, you may pay the courier fee, which may vary depending on the delivery address.

Photos of applicant

You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child and two each for the mother and father. For photo instruction and samples, refer to <https://travel.state.gov/content/passports/en/passports/photos/photos.html>

“Application for a U.S. Passport” (DS-11), if applying for a passport. Fill-up/complete but do not sign! Please complete the form electronically and print it out. Download the form from the website at <http://www.state.gov/documents/organization/212239.pdf>

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

Applicant’s National Statistics Office (NSO) or Philippine Statistics Authority (PSA) Birth Certificate

Please bring the original birth certificate and one photocopy. For children born in the Philippines, please provide an NSO or PSA birth certificate. A birth certificate issued by the Local Civil Registrar (LCR) is not sufficient.

Applicant’s identification document

The applicant must bring his/her passport or two other forms of photo identification, such as Senior Citizen’s ID, Voter’s ID, or digitized government-issued IDs such as SSS, PRC, BIR, Driver’s License, or Postal ID. Please bring the original ID and one photocopy of each.

Growing-up photos of the applicant

Growing-up photos should begin as near to birth as possible, spanning to the present. If available, the photos should show togetherness of the applicant and the U.S. citizen parent.

Evidence of parents' U.S. citizenship

The U.S. citizen parent must have been a citizen at the time of the applicant's birth. The applicant must present the U.S. citizen parent's current and expired U.S. passports and a photocopy of each passport and each page. We will accept a notarized copy of the current U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary). If the U.S. citizen parent was naturalized, the applicant must bring the parent's original Certificate of Naturalization.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

U.S. citizen parent's evidence of physical presence/residence in the United States

The applicant must bring proof of the U.S. citizen parent's physical presence/residence in the United States before the applicant's birth. Please consult our website for the requirements that pertain to your particular situation <https://ph.usembassy.gov/u-s-citizen-services/citizenship-services/> Regularly available documents that may establish physical presence/residence in the U.S. include transcripts from high school and/or college, income tax returns and W2s, old passports, a military statement of service or DD-214 Separation Statement (military members only). You can submit other documents as evidence. Please bring the original documents and a photocopy of each.

LEGITIMATION/LEGAL RELATIONSHIP

Parents' marriage certificate, if applicable

Please bring the original marriage certificate and one photocopy. For marriages conducted in the Philippines, a National Statistics Office (NSO) or Philippine Statistics Authority (PSA) marriage certificate is required. A marriage certificate issued by the Local Civil Registrar (LCR) is not acceptable.

Evidence of legitimation for out-of-wedlock births

This must be submitted if the applicant's parents were not married at the time of the applicant's birth. See Legitimation Requirements on the "Derivative U.S. Citizenship for Adults" page of the website found at <https://ph.usembassy.gov/u-s-citizen-services/citizenship-services/>

Divorce and annulment decrees, if applicable

The applicant will need to show proof of termination of all prior marriages of his/her parents. Please bring the original divorce decree/annulment decree and one photocopy of each document. Please bring certified translations if the decrees or certificates are not in English.

U.S. citizen parent's death certificate, if applicable

Please bring the original and one photocopy of the death certificate of your deceased U.S. citizen parent. For a death that occurred in the Philippines, a National Statistics Office (NSO) or Philippine Statistics Authority (PSA) death certificate or an original Consular Report of Death Abroad (CRODA) issued by the U.S. Embassy is required. A death certificate issued by the Local Civil Registrar (LCR) is not acceptable.

BLOOD RELATIONSHIP

Prenatal records and/or other evidence of mother's pregnancy.

- Please bring original documents and photocopies. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship. Ultrasound reports can assist the Embassy in ascertaining the probable conception period.
- **NOTE: For Assisted Reproductive Technology (ART)**, biological parents should submit medical records detailing the method/procedures done. For more information on how the Department of State determines citizenship for children conceived through ART, please visit: <https://travel.state.gov/content/travel/en/legal-considerations/us-citizenship-laws-policies/assisted-reproductive-technology.html>.

Evidence of the couple's physical presence in the same location at the time of conception.

Please provide a notarized copy of the U.S. citizen's passport (all pages) in lieu of the original. (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.

Evidence of the couple's relationship prior to the conception of the applicant.

- The burden of proving a claim to U.S. citizenship, including a blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Bring original documents and photocopy of each.
- Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. For more information, read about the DNA testing procedures on the Embassy's website <https://ph.usembassy.gov/u-s-citizen-services/citizenship-services/>.

NOTE: Do not initiate DNA testing unless it was recommended by the Embassy for your pending CRBA application. A DNA test done independently and not according to Department of State procedures will not be accepted.

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 (including an **NSO or PSA birth certificate), 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.

Signature of Applicant

Date