



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

American Citizen Services  
U.S. Embassy, Manila

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## IMPORTANT REMINDERS

Don't delay your CRBA application. Be sure to bring the ORIGINAL and a PHOTOCOPY of all appropriate documentation in order to avoid any delays. Generally, we will return your original documents after we have seen them. You may be asked to provide additional documentation at the time of your interview. You will be given 90 days to submit the requested documentation or the case will be closed. **ALL FEES ARE NON-REFUNDABLE.**

- Consular Report of Birth Abroad (CRBA) applications require an appointment. To request an appointment, follow the instructions on our website: <https://ph.usembassy.gov/u-s-citizen-services/child-family-matters/birth/first-time-report-birth-abroad/>**
- Personal appearance of the applicant/child is required.**
- Non-Refundable Application Fee (To be made during the appointment)**  
The fee is **\$100**. The cashier at the Embassy accepts cash (either dollar or peso) and credit cards (Visa, MasterCard, American Express, Discover, or Diner's Club).
- Courier Delivery Fee (To be made during the appointment)**  
CASH payment in Philippine currency only. If approved, the CRBA will be delivered to a Philippine address only.
- 2 x 2 inch photos of applicant and parents (3 pcs. for each)**  
For photo guide and samples, please refer to: <https://travel.state.gov/content/passports/en/passports/photos/photos.html>.
- Application for Consular Report of Birth Abroad (DS-2029) Fill-out or complete the form but DO NOT SIGN!**
  - Download and print Form DS-2029 at <https://ph.usembassy.gov/wp-content/uploads/sites/82/2016/10/DS-2029.2016.pdf>
  - Only the child's parent(s), legal guardian, or person acting in loco parentis for the child may apply on the child's behalf. If a person other than a parent or the child is applying for the CRBA, the person must present a certified copy of legal guardianship or notarized affidavit or letter of authorization (LOA) from the parent(s) authorizing the person to make the application. **The affidavit /LOA 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 used during notarization of the affidavit /LOA.
- Child's birth certificate issued by Philippine Statistics Authority (PSA)**  
Birth certificate issued by the Local Civil Registrar (LCR) is not sufficient.
- Evidence of parent's U.S. citizenship**  
**The U.S. citizen parent must have been a U.S. citizen at the time of the child's birth.** Examples may include, but are not limited to the following: original valid or expired U.S. passport, U.S. birth certificate, Consular Report of Birth Abroad certificate, Certificate of Naturalization, or Certificate of Citizenship, etc.
- Evidence of Identification for non-U.S. citizen parent**  
Examples may include, but are not limited to the following: valid passport, two of any government issued and/or digitized photo IDs such as: UMID, Voter's, SSS, PRC, BIR, Driver's License, Postal, Senior Citizen, etc.
- Evidence of physical presence in the United States/residence**

The U.S. citizen parent must bring proof of sufficient physical presence or residence in the United States BEFORE the child's birth. Visit our website for the number of years of physical presence in the U.S. REQUIRED for the transmission of U.S. Citizenship at birth <https://ph.usembassy.gov/u-s-citizen-services/child-family-matters/birth/crba/>

Examples of documents that can help to prove physical presence may include, but are not limited to: old and current passports (U.S. or foreign), official school transcripts, Income Tax Returns and W2s, Social Security earnings statement, a Military Statement of Service or DD-214 Separation Statement (U.S. military members only), or other official public documents.

**Parents' marriage certificate, if applicable**

For marriages in the Philippines, a marriage certificate issued by PSA is required. Marriage certificates issued by the LCR are not sufficient.

**Divorce and Annulment Decrees/Death Certificates, if applicable**

Parents will need to show termination of all prior marriages. For a death that occurred in the Philippines, a Consular Report of Death Abroad issued by the U.S. Embassy or a death certificate issued by PSA is required. Death certificates issued by LCR are not sufficient.

**If the parents are not married when the child was born – evidence of legitimation**

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 Embassy's website and read about the role of legitimation in acquiring U.S. citizenship <https://ph.usembassy.gov/u-s-citizen-services/child-family-matters/birth/crba/>.

**Evidence of the parents' location at the time of conception**

Examples may include, but not limited to: passports, travel orders, flight records, entry and exit records, etc.  
\*A notarized photocopy of each passport and all its pages may be submitted in lieu of the original passport.

**Evidence of the mother's pregnancy**

Examples may include but not limited to: ultrasound reports, sonograms, pictures of pregnancy, prenatal check-up records, hospital records, etc. **NOTE: For Assisted Reproductive Technology (ART) method**, biological parents should submit medical records detailing the method/procedures done.

**Evidence of parents' relationship before pregnancy**

Examples may include, but are not limited to: photos, letters, emails, chat messages, etc.

**NOTE:** Genetic (DNA) testing is a useful tool for verifying a biological relationship when no other form of credible evidence is available. However, *do not initiate DNA testing unless it is recommended by the U.S. consular officer. A DNA test done independently and not according to Department of State procedures will not be accepted.* For more information about DNA testing procedures, visit the Embassy's website <http://www.aabb.org/sa/facilities/Pages/RTestAccrFac.aspx>.

**If you would also like to apply for a U.S. passport, please download and complete the Application for a U.S. Passport form (DS-11) at <https://eforms.state.gov/Forms/ds11.pdf>.**