

Consular Report of Birth Abroad (CRBA) Checklist

The American Citizens Services (ACS) Unit of the U.S. Embassy in Santo Domingo is pleased to assist you in applying for a Consular Report of Birth Abroad (CRBA) for your child. Please read the following instructions carefully. You need to provide everything that is requested to be able to proceed through this process. Please be advised that the Consular Officer who handles your case may ask for additional information.

The following items are required to open a case and schedule your first interview:

- The child's original Dominican birth certificate; *legalized and in extensa* (see page 2).
- Photocopies of the parents' official marriage certificate (if applicable); *legalized* if they married in the Dominican Republic.
- Photocopies of evidence of termination of ALL previous marriages – official divorce and/or death certificates.
- 2 photocopies of proof of U.S. citizenship of the U.S. citizen parent(s) – U.S. passport, citizenship certificate, or naturalization certificate. Bring originals to the interview.
- 2 photocopies of mother's identification - a current, valid, government-issued, photo id (passport, driver's license, LPR card, Dominican cedula). Bring originals to the interview.
- A completed *but unsigned* Application for Consular Report of Birth Abroad (DS-2029).
- A correct and complete Affidavit of Parentage and Physical Presence (form included in the application packet – see page 2). Every date of travel for the U.S. citizen parent throughout his/her lifetime must be noted on this affidavit in order to schedule your first interview. Do not sign this form if the U.S. citizen parent will attend the first interview. Otherwise, the U.S. citizen parent should have his/her signature on this form notarized by an American notary before the first interview.
- Documentary evidence of physical presence of the U.S. citizen parent(s) in U.S. territory before the child's date of birth. See page 2 for more information about the physical presence requirement.
 1. The U.S. citizen parent's U.S. school transcripts (NOT diplomas).
 2. The U.S. citizen parent's Social Security Earnings statement (see <http://www.ssa.gov/mystatement/>)
- **U.S. \$150**, or the equivalent in RD\$, for the CRBA and passport application fees (see page 2).

The following items are required at the first interview:

- The child and both parents must be present at the first interview.
- Each adult who is present at the interview must show a current, valid, government-issued, photo id (passport, driver's license, LPR card, Dominican cedula, and 2 copies).
- Current and previous travel documents for both parents (old passports or birth certificates, if used for travel).
- Original marriage certificate and evidence of termination of all previous marriages (if applicable).
- Original proof of parent's U.S. citizenship – U.S. passport, citizenship certificate, or naturalization certificate.
- Original proof of the mother's pregnancy (medical records from the pregnancy and birth, including sonograms if available, photographs of the mother during the pregnancy, in the hospital, and with the child after its birth).
- Evidence of the relationship of the parents before, during, and after the birth of the child – ALL family photos, remittance receipts, ticket stubs, joint bank accounts, personal letters, etc.
- Photographs of the U.S. citizen father with the child from the time of birth through the present and/or other evidence that demonstrates the relationship between the U.S. citizen father and the child.

For information about the Consular Report of Birth Abroad process or to schedule an appointment, visit the American Citizens Services (ACS) office of the Consular Section any **Tuesday or Thursday, 7:30 – 9:30 a.m.**

Your appointment is scheduled for:

Tuesday – Thursday Date: _____

At 8:30 – 9:00 – 9:30 – 10:00 – 10:30 – 11:00 – 11:30 – 1:00 – 1:30

You may be asked to schedule a new appointment if you do not bring all of the requested documentation.

Consular Report of Birth Abroad

Physical Presence Requirements

The amount of physical presence required for transmission of citizenship depends on many factors. The following are the most common categories:

If the American Citizen Parent(s) are:

- Both U.S. Citizens
- U.S. Citizen father or married U.S. Citizen mother (child born on or after 11/14/86)
- U.S. Citizen father or married U.S. Citizen mother (child born after 11/14/71 and before 11/14/86)
- Unmarried U.S. Citizen mother

Then the Physical Presence Requirement is:

- Residence in the U.S. at any time by both parents
- 5 years total, 2 years after the age of 14
- 10 years total, 5 years after the age of 14
- 12 months *continuous* physical presence

Dominican Civil Documents

In the Dominican Republic, birth, marriage, divorce, and death records are obtained from the local registry office (Oficialía Estado Civil) closest to the place where the event took place. However, such documents must be brought to the central registry office (Oficina Central del Estado Civil) at the electoral commission (Junta Central Electoral) in Santo Domingo to be legalized by verifying them against the duplicate records kept there. Only legalized Dominican civil documents, which are signed, stamped, and sealed on both sides, will be accepted for the Consular Report of Birth Abroad.

Instructions for the Affidavit of Parentage and Physical Presence

- Begin by answering the first three (3) questions.
- Every known date of travel during the lifetime of the U.S. Citizen parent must be recorded. Begin with the parent's date of birth and continue through the present, listing all dates of travel to the United States, the Dominican Republic, and any other foreign destination.
- List all of the dates of entry and exit exactly (month, day, year). Use your old passports or your stamped birth certificates to fill out the affidavit. If you do not have these documents, list the approximate dates of travel and indicate that these are not exact dates.
- If you need more space to list all of your travel, attach another sheet and provide the information in the same manner that is listed on the affidavit.
- On the back of the affidavit, note the names, places and dates of birth for each of your children, including the child for whom you are applying. Also list the names of the mother/father of each child.
- If the U.S. Citizen parent is not present to sign the affidavit in front of a Consular Officer, this document must be signed by that parent and notarized in the United States prior to the first appointment.

Abandoned Cases

You must return to the Consular Section to continue your case or contact us to express your continued interest within six (6) months. Otherwise, your case may be declared abandoned and closed. Contact us by mail, phone, fax, or email at: American Citizens Services Unit, Consular Section, United States Embassy, César Nicolás Pénson esquina Ave. Máximo Gómez, Santo Domingo, Dominican Republic. Telephone: 809-731-4294. Fax: 809-689-6142. Email: acs.santodom@state.gov.

Fees

The fee for the Consular Report of Birth Abroad interview process is US\$65 or the equivalent in \$RD. A simultaneous application for your child's U.S. passport is strongly encouraged. The passport will be issued if the CRBA application is approved. The passport fee for a minor is US\$85 or the equivalent in \$RD. If your application is denied, US\$40 is refundable.

Please bear in mind the following:

- This process can, at times, require more than one interview.
- Although it is not required, the presence of the U.S. citizen parent can help facilitate the process.
- We are as anxious to document a U.S. citizen child as his or her parents are. Our procedures are governed by U.S. law, and as such, documentary requirements cannot be waived.
- There is no single "magic" document that will satisfy all of the criteria for obtaining your child's citizenship documentation.
- It is your responsibility to provide the evidence we request; it is our responsibility to fairly assess the information you provide.

The Consular Officer who interviews you may request, at any time, additional or more specific evidence than what is listed here. Your assistance and cooperation with these requests will help ensure that your case is handled as quickly as is possible.