



Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services (ACS), U.S. Embassy, Ouagadougou

1) To obtain an appointment for a CRBA please send us the following documents (marked in yellow ink on the checklist) to consularouaga@state.gov:

- This checklist (signed and dated on page 5)
- DS2029 CRBA application completed but unsigned
- DS11 passport application completed but unsigned (if also applying for a passport)
- your child's Burkina birth certificate
- a copy of the biographic page of each parent's passport (or other official photo ID)

2) If you need appointments for more than one child you will have to fill out a separate checklist and provide all requested documentation for each child individually.

3) Please check the appropriate box next to each document listed on the checklist to confirm that you have this document in your possession and will bring it with you to your appointment.

4) **DO NOT** send originals in the mail. However, you should bring ALL original documents to your CRBA interview together with their copies.

5) The documents should be placed in the same order as the checklist.

In addition to this list, a personal appearance by the applicant (the child) and parent/s is required.

REQUIRED CONTACT/APPLICATION INFORMATION

You must complete this section with accurate information so that we may contact you as needed throughout this process. Any applications submitted without an email address and a local phone number will not be reviewed. Once we have conducted our initial review, we will contact you to schedule your CRBA appointment. Please allow two weeks from the date you mailed your application before contacting the Embassy.

Email address: _____

Please provide a legible email address in the space provided above and on all forms outlined below. This will be the primary form of communication to ensure efficient processing of your application.

Local phone number: _____

Present at CRBA interview? Both Parents One Parent Only

In order to determine which forms and documents are required for your CRBA application, the ACS team must know which parents will attend the CRBA interview.

Applying for child's passport? Applying for CRBA only Applying for CRBA & Passport

If you plan to apply for a passport for your minor child at the time of your CRBA application, additional forms are required (see "Passport Application" on page 4 below).

CRBA FEES & FORMS

Non-Refundable Application Fees

The fee for a Consular Report of Birth Abroad is **\$100**. The fee for a child's passport is **\$105**; for those 16 years old and over, the passport fee is **\$135**. These fees are payable on the interview day at the Embassy cashier.

"Application for Consular Report of Birth Abroad" (DS-2029)

- Please e-mail a copy and bring the original documents to the CRBA interview.
 - Please read and follow the "Instructions" when filling out Form DS-2029. Complete all the applicable items but do not sign it until you are asked to do so by the Consular Officer during your interview.
 - If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a U.S.-commissioned notary.
- **Download and print Form DS-2029 at <https://eforms.state.gov/Forms/ds2029.PDF>**

PROOF OF IDENTITY / CITIZENSHIP DOCUMENTS

Burkina Faso Birth Certificate for the applicant (child)

Please e-mail a copy and bring the original birth certificate to the CRBA interview.

Make sure that parents' names listed on the birth certificate match the names on their official photo IDs (passport, driver license, national ID card) and the nationality of a US citizen parent is listed correctly.

The red birth certificate customarily issued to children under 1 year old will NOT be accepted.

U.S. Citizen Passport for U.S. citizen parent

Please e-mail a copy of biographic page of the passport and bring the passport to the CRBA interview (if present at the interview). The U.S. citizen parent must have been a U.S. citizen at the time of the child's birth. The U.S. citizen parent(s) must present proof of his/her U.S. citizenship in the form of a U.S.

Passport. If the U.S. parent is not present at the interview, s/he should mail a certified copy of all the pages of her/his passport to the parent in Burkina Faso.

U.S. Citizen Naturalization Certificate or CRBA (if applicable)

Please bring the copy of the Certificate of Naturalization to the CRBA interview. If the U.S. citizen parent was not born in the United States, they must submit a copy of their Certificate of Naturalization, Certificate of Nationality or their own CRBA issued by a U.S. Embassy or Consulate overseas.

Passport/CNIB for non-U.S. citizen parent

Please e-mail a copy and bring the ID to the CRBA interview. The non-U.S. citizen parent must bring his/her passport or valid national photo ID card (CNIB) that contains his/her signature. The temporary driver's license, insurance card and voter's card are **NOT** acceptable.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

Evidence of physical presence in the United States/residence

Please bring to the CRBA interview. The U.S. citizen parent must bring proof of sufficient physical presence or residence in the United States **before the child's birth** in order to transmit citizenship. Please consult State Department website for the specific requirements based on the parents' marriage and citizenship status <https://travel.state.gov/content/travel/en/legal-considerations/us-citizenship-laws-policies/citizenship-child-born-abroad.html>

Documents that may establish your physical presence in the U.S. include but are not limited to:

- Current and/or old passports (or certified/notarized copies of ALL the pages of the passports), to show entry/exit stamps
- Transcripts from primary, high school and/or university
- Income tax returns with W2 or 1099 forms
- Military Statement of Service or DD-214 Separation Statement (military members only)
- Social Security End of the Year Benefits Statement
- Seaman's book/records.

PATERNITY/LEGITIMATION/LEGAL RELATIONSHIP DOCUMENTS

Parents' marriage certificate (if applicable)

Please bring the original marriage certificate to the CRBA interview.

Divorce and Annulment Decrees/Death Certificates (if applicable)

Please bring the originals of each document to the CRBA interview. The mother and/or father will need to show termination of all prior marriages.

Paternity Acknowledgement/Legitimation (if applicable)

If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must provide evidence of legitimation (e.g., a court order) or complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a U.S.-commissioned notary.

BLOOD RELATIONSHIP

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

Please bring to the CRBA interview. Please provide a notarized copy of the U.S. citizen's passport (all pages) in lieu of the original if the U.S. citizen parent is *not* present at the CRBA interview. (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.

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

Please bring to the CRBA interview. 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.

DNA testing

If provided evidence is insufficient to establish blood relationship between the parents and the applicant the DNA testing may be recommended.

PASSPORT APPLICATION

If you would also like to apply for a passport, please prepare these additional items:

"Application for a U.S. Passport" (DS-11)

Please bring the original DS-11 to the CRBA interview.

- Complete the appropriate sections, but do not sign! For children under the age of 16 both parents/legal guardians are required to come in person. If this is not possible, the absent parent must complete a DS-3053 (see below).
- **Download and print Form DS-11 at**
<https://travel.state.gov/content/passports/en/passports/forms.html>

Photo of child applicant

Please bring the requested photos to the CRBA interview. You will need one recent passport photograph of the child applicant, 2in x 2in (5cm x 5cm) set against a white background, with no glasses. The photo can't be older than 6 months.

"Statement of Consent: Issuance of a Passport to a Minor Under Age 16" (DS-3053), if applicable.

Please bring the original DS-3053 to the CRBA interview.

If one parent is not present for the interview, the absent parent/guardian must sign a **"Statement of Consent" (DS-3053)** authorizing the issuance of a U.S. passport for children under the age of 16. The absent parent must sign the DS-3053 in front of a U.S.-commissioned notary or at a U.S. Embassy or U.S. Consulate overseas. The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.

- The original document must be provided at the interview and is **valid for 90 days** after the date of signature.
- **Download and print Form DS-3053 at**
<https://travel.state.gov/content/passports/en/passports/forms.html>

If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child's passport, *e.g., court order, death certificate, etc.*

"Statement of Exigent/Special Family Circumstances" (DS-5525),
Please bring the original DS-5525 to the CRBA interview.

A completed DS-5525 is required for passport applications for children under the age of 16 if the written consent of the non-applying parent or guardian or sole custody cannot be obtained. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence to document your claim of exigent or special circumstances.

• **Download and print Form DS-5525 at**

<https://travel.state.gov/content/passports/en/passports/forms.html>

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is providing all of the necessary documents. The most common issues are (1) incorrectly completing the DS-2029; (2) parents lacking their valid IDs; (3) missing child's birth certificate; (4) missing copies of the U.S. Citizen parent's passport pages showing all entry/exit stamps; and (5) missing physical presence documentation for the U.S. citizen parent prior to the child's birth. If you do not present the appropriate documentation at the interview 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 Applying Parent or Guardian

Date

SUBMITTING YOUR APPLICATION

Once you have reviewed your application according to the CRBA checklist you may email the CRBA form, along with this checklist, child's birth certificate and parents IDs to the consularouaga@state.gov. We strive to conduct initial application reviews within one week of receipt. Once we have conducted our initial review, we will contact you to schedule an appointment. Please allow two weeks from the date you mailed your application before contacting the embassy.