

Checklist for a Consular Report of Birth Abroad (CRBA) American Citizen Services United States Embassy, Juba

****We do NOT accept walk-in appointments or inquiries.**

We have provided very specific steps to process for applying to see if you qualify to transmit your citizenship to your child(ren.) Please review them on our website: <https://ss.usembassy.gov/u-s-citizen-services/child-family-matters/birth/>

The required documents and evidence to bring to your appointment are listed below and at the above website. Your case will be reviewed by a consular officer at the time of the interview and additional documentation may be requested.

1. **It is the responsibility of the parents to come prepared.** Applicants who fail to bring required documents, evidence and payment on the day of the appointment may be asked to schedule a new appointment. Some parents have paid a significant amount of money more than the application fees (in DHL costs, travel expenses, etc.) due to a lack of preparedness. We do not want this to happen to you!
2. You cannot apply for a report of birth and passport without a scheduled appointment for **EACH** applicant.
3. We recommend that you print this list and check the appropriate box next to each document that you bring with you. You must bring the ORIGINAL document with you to the interview.
5. The documents should be placed in the same order as the checklist to help expedite your appointment.
6. A personal appearance by the applicant (the child) is REQUIRED.

FEES AND FORMS.

☐ Non-Refundable Application Fee.

The fee for a Consular Report of Birth is **\$100**. The fee for a minor applicant's passport under 16 is **\$135**. The cashier at the Embassy accepts cash (either dollars or South Sudan pounds) only.

☐ Application for Consular Report of Birth Abroad (DS-2029). Fill completely but do not sign!

1. The applicant's parent(s) or legal guardian (*preferably the U.S. citizen parent*) or a person applying in loco parentis (a designated "representative" of the parent(s) or guardian) can apply for a CRBA. Either parent may sign and execute this application form before a Consular Officer. If the application will be

signed and executed by a legal guardian, evidence of legal guardianship must be submitted. If a representative will sign the application, please see instructions below.

2. Please read and follow the instructions when filling out the form. Complete ALL the applicable items but do not sign the form until you are asked to do so by the Consular Officer during your appointment at the Embassy. Download and print form DS-2029 at <https://eforms.state.gov/Forms/ds2029.PDF>. PLEASE complete the form on a computer and not by hand to eliminate errors. (****Please note: The name of your child on this form MUST match the name on the birth certificate.****)

3. Section 2J of the application MUST be filled out completely and accurately. Please see an example and instructions for completing Section 2J [here](#).

4. If the applicant was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete Section B on page 3 of the form DS-2029. He must wait to sign it in front of the Consular Officer at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Section B and sign the form in front of a notary in the United States. (***Please note that polygamous marriages are not recognized as a matter of U.S. federal public policy so we cannot recognize any traditional polygamous marriage as a legal marriage. Therefore, if the father is legally married to another woman/first wife, he must follow the directions for an "out of wedlock" birth.***)

5. If either parent is deceased, submit an original, government-issued death certificate.

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP.

□ Applicant's government-issued birth certificate

Please bring the original Ministry of Health issued Notification of Birth. We cannot accept an Age Assessment certificate.

NOTE: The Birth Notification must show the full name of the child and the parent's names must match their government identification. For the transmitting American Citizen parent, the legal name of the parent on their U.S. citizenship document **must** be listed on the South Sudanese birth notifications.

Additionally, the names of the child and parent(s) listed on the birth certificate must appear in the same order. For each name, the surname should be listed first and then the given name(s). If there is a discrepancy with name order on the birth certificate, you will be asked to get a new one.

□ Evidence of parent's U.S. citizenship.

The U.S. citizen parent must have been a citizen at the time of the applicant's birth. The U.S. citizen parent(s) must present original proof of his/her U.S. citizenship, such as a valid or expired U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, or Certificate of Citizenship.

□ Passport/Identification document for non-U.S. citizen parent

The non-U.S. citizen parent must bring his/her passport or other form of photo identification, such as a national ID. An age assessment or birth notification is not sufficient as a form of valid government identification for the non-U.S. citizen parent.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES.

□ Evidence of physical presence in the United States/residence.

The U.S. citizen parent must provide proof of sufficient physical presence or residence in the United States before the applicant's birth in order to transmit citizenship. Documents that may establish your physical presence in the U.S. include school transcripts, income tax returns and W2s, old passports, a Military Statement of Service or DD-214 Separation Statement.

In most cases where only one parent is a U.S. citizen, the U.S. citizen parent must show that he or she was physically present in the U.S. for a total of five (5) years before the birth of the child with two (2) of which after the age of 14. If both parents are U.S. citizens and are married at the time of the child's birth, then the applicants must show that one of the parents resided in the United States prior to the child's birth. There are exceptions and additional standards; please visit the [State Department's website](#) for more information about the physical presence requirement.

LEGITIMATION/LEGAL RELATIONSHIP

□ Parents' marriage certificate, if applicable

Please bring the original marriage certificate, issued by a court or religious authority having legal authorization to perform marriages in the country where the marriage took place. *(Please note that polygamous marriages are not recognized as a matter of U.S. federal public policy so we cannot recognize any traditional polygamous marriage as a legal marriage.)*

□ Divorce and annulment decrees/death certificates, if applicable

Both parents must provide evidence of termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English. Please bring the original divorce decree/annulment decree/death certificate. For a death that occurred in South Sudan, please provide a government-issued death certificate or an original Consular Report of Death Abroad issued by the U.S. Embassy.

□ If not married or is subsequent relationship and legally married to someone else:

Proof of relationship between parents, such as time-stamped photos of the couple together before, during, and after the pregnancy, photos of the U.S. Citizen parent with the newborn baby, money transfer receipts or other remittance records, lease agreements for mother, joint bank statements, or IRS tax declaration documents showing a shared address.

BLOOD RELATIONSHIP

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

Please bring original documents that show evidence of the mother's prenatal (antenatal) medical care. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the applicant to the mother, regardless of her citizenship.

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

Please provide the parents' passport(s). If the original passport(s) will not be presented during the interview, notarized copies of all the pages of the passports may be presented. 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.

NOTE: Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. However, DO NOT initiate DNA testing unless it was recommended by a Consular Officer for your pending CRBA application. The Embassy WILL NOT accept a DNA test conducted independently outside of Department of State procedures.

PROOF OF IDENTITY OF CHILD

****If your child is more than 1 year old and you delayed registration of your child (with South Sudan and/or with a CRBA application,) you must provide any/all of the following evidence:**

☐ **Please bring original documents that show evidence of the identity of the child SINCE BIRTH.**

A birth notification is NOT sufficient because of the lack of civil registry in South Sudan. Acceptable evidence includes vaccine and/or other medical documentation, school records, or a series of photos from birth to current age.

*****IF BOTH PARENTS NOT PRESENT AT CRBA INTERVIEW**

Both parents must be present at the interview to provide consent and acknowledgement by signing the application form in front of the Consular Officer. If there are extraordinary circumstances and one of the parents cannot attend, the following documents must be filled out and notarized and the originals must be brought to the appointment along with copies of the same identity documents used to notarize the forms.

- ☐ DS-2029 "Application for Consular Report of Birth Abroad." Filled out and with boxes 28 and 29 NOTARIZED.
- ☐ DS-5507 "Affidavit of Physical Presence or Residence, Parentage and Support." Filled out and NOTARIZED.

Checklist for Child's First Passport

If you would also like to apply for a passport, please submit these additional items: “Application for a U.S. Passport” (DS-11). Fill/complete but DO NOT SIGN!

For applicants under the age of 16, both parents, or a legal guardian(s), are required to appear in person. If this is not possible, see below for instructions on proof of parental consent. Please complete the form electronically, and print it out. A form completed by hand may be accepted on a case-by-case basis but will slow down the processing. Please review the information on First Passport Applications (for children under the age of 16) on the website found at <https://eforms.state.gov/Forms/ds11.pdf>.

□ Photo of applicant

You will need one (1) passport photograph, 2in x 2in (5cm x 5cm) set against a white background for the applicant. The child’s eyes must be open and the head should be no larger than 1in. For additional photo instruction and samples, refer to <https://travel.state.gov/content/passports/en/passports/photos/photos.html>.

□ Proof of parental consent (if one or both parents listed on the birth certificate are not present)

Parents/legal guardians not present for the interview must provide an original “Statement of Consent” (*form DS- 3053*) authorizing the issuance of a U.S. passport for applicants under the age of 16. If both parents/guardians are absent, each parent must sign his or her own “Statement of Consent” form (DS-3053) authorizing a representative to apply for the passport. The representative should appear at the interview with the applicant and present a valid government-issued ID.

NOTE: DS-3053 forms must be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent(s) must also provide a photocopy of the front and back side of the photo ID that was used during notarization. The document is only valid for 90 days after the date of signature. Download this form at <https://eforms.state.gov/Forms/ds3053.pdf>.

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

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all the necessary documents. If you do not bring the appropriate documentation, 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.

Contact us:

JubaCRBA@state.gov

202-216-6279 ext. 382