



**Checklist for a Consular Report of Birth Abroad**  
**(CRBA)**

**Make an appointment online at: <https://ga.usembassy.gov/u-s-citizen-services/citizenship-services/>**

1. You cannot apply for a report of birth and passport without an application and appointment for each applicant.
2. Please note that in some cases you must bring both an original and a photocopy.
3. The documents should be placed in the same order as indicated on the checklist.
4. The child and both parents should be present for the interview. If it is not possible for a parent to be present, that parent must sign the Statement of Consent” (DS-3053).

**If you have any questions, you can contact us at: [librevilleacs@state.gov](mailto:librevilleacs@state.gov).**

**REQUIRED CONTACT/APPLICATION INFORMATION**

**You must complete this section with accurate information so that we may contact you as needed throughout this process.**

**Full Name:**

**Email address:**

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**Local phone number:**

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## **CRBA APPLICATION**

### **FEES & FORMS**

#### **Non-Refundable Application Fees**

The fee for a CRBA is **\$100**. If you also wish to apply for a passport for the child, there is an additional fee of **\$115 for children under the age of 16**. For those over 16 years of age, the passport fee is **\$145**. These fees must be paid on the day of the interview to the Embassy cashier. Fees may be paid in cash with local currency or U.S. dollars.

#### **Application for Consular Report of Birth Abroad - DS-2029**

- **Download and print the application at:**  
<https://eforms.state.gov/Forms/ds2029.PDF>
- Please read and follow the instructions when filling out Form DS-2029. Complete all the applicable items but do not sign the form 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 father must complete all parts of Item 28, page 3 of Form DS-2029 and sign the form in front of a consular officer 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.

### **REQUIRED DOCUMENTS AND OTHER EVIDENCE**

In addition to the application, the following documents and other evidence must be provided at the time of the interview:

#### **Proof of Identity and Citizenship**

- **Original Birth Certificate for Child**

The parents' names listed on the birth certificate must match the names on their official photo IDs (passport, driver license, national ID card). The certificate must correctly list the nationality of a U.S. citizen parent.

- **Passport of U.S. Citizen Parent(s)**

At least one U.S. citizen parent must have been a U.S. citizen at the time of the child's birth and must present proof of his/her U.S. citizenship in the form of a U.S. Passport. If a U.S. citizen parent cannot be present at the interview, s/he should mail a certified copy of all the pages of her/his passport to the parent in Gabon.

- **Government-Issued ID for the Non-U.S. Citizen Parent**

The non-U.S. citizen parent must bring his/her passport, a valid driver's license or a valid national photo ID card that contains his/her signature.

*Please note: The U.S. Embassy does not accept Gabonese driver's license as an acceptable form of identification.*

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

If the U.S. citizen parent was not born in the United States and don't have a current U.S. passport, 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.

### **Evidence of the U.S. Citizen Parent's Physical Presence in the United States**

- **Evidence of Physical Presence in the United States – DS-5507**

- **Download and print the application at:**

- <https://eforms.state.gov/Forms/ds5507.PDF>

- 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 the following State Department website for the specific requirements based on the parents' marriage and citizenship status: <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/us-citizenship/Acquisition-US-Citizenship-Child-Born-Abroad.html>.

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

- Current and/or old passports (or certified/notarized copies of **all** 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

### **Paternity/Legitimation/Legal Relationship Documents**

- **Prenatal Records and/or Other Evidence of Pregnancy (if available)**

Prenatal records 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.

- **Parents' Marriage Certificate (if applicable)**

Please bring the original marriage certificate of the child's parents to the CRBA interview.

- **Parents' 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 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.

- **DNA Testing**

DNA testing may be recommended if the evidence provided is insufficient to establish a blood relationship between the parents and the child.

### **PASSPORT APPLICATION**

**If you would also like to obtain a passport for the child, please bring the following additional items to the interview:**

- **“Application for a U.S. Passport” (DS-11)**
  - **Download and print Form DS-11 at <https://eforms.state.gov/Forms/ds11.PDF>**
  - Complete the appropriate sections, but do not sign the document!
  - For children under the age of 16 both parents/legal guardians should appear with the child for the interview. If this is not possible, the absent parent must complete a “Statement of Consent” DS-3053 (see below).

- **Photo of Child Applicant**

You will need one recent passport photograph of the child applicant, 2 inches x 2 inches (5 cm x 5 cm) set against a white background with no glasses. The photo must have been taken within the past six months.

- **“Statement of Consent: Issuance of a Passport to a Minor Under Age 16” (if applicable).**

If one parent cannot be 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. To download and print the form go to: <https://eforms.state.gov/Forms/ds3053.PDF>. The absent parent must sign the DS-3053 in front of a U.S.-commissioned notary or at a U.S. Embassy or 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. *Please bring the original DS-3053 to the CRBA interview.*

## **Sole Custody**

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

## **Exigent/Special Family Circumstances**

A completed "Statement of Exigent/Special Family Circumstances" (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 proof of sole custody cannot be obtained. The form can be found at:

<http://www.state.gov/documents/organization/217450.pdf>.

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.