

## *Checklist for Consular Report of Birth Abroad*



- Completed **Form DS-2029, Application for Consular Report of Birth**, but **DO NOT SIGN!**
- Completed **Form DS-11, Passport Application**, but **DO NOT SIGN!**  
*For children under the age of 16 both parents/legal guardians are required to come in person. If one parent/guardian is absent, Original Notarized Statement of Consent form (DS-3053) from absent parent is needed.*
- **Passport Photos**  
One passport photos 2in X 2in (5cm X 5cm)
- Completed **Form SS-5, Application for a Social Security Number**.  
*A U.S. Citizen parent will need to sign the form.*
- **Original AE 40-400 Child's Report of Birth** (Child born in Military Hospital) or **Child's Original German Birth Certificate**  
*Abstammungsurkunde or Beglaubigter Auszug aus dem Gebertenregister* if the child was born before January 1, 2009. This is a German birth certificate issued by local authorities. These documents must show the biological parents' name and be in English.
- **Evidence of parents' U.S. citizenship**  
The U.S. citizen parent must present his/her U.S. passport or original Birth Certificate. If the U.S. citizen parent was naturalized he/she must bring the original Certificate of Naturalization in addition to the passport.

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## NEW BABY

- **Passport/Identification document for non-U.S. Citizen Parent**  
A non-U.S. citizen parent must bring his/her passport or other original photo identification document.
- **Parents' Marriage Certificate** We require the original certificate issued by local, state, or national government authorities. If your marriage certificate is in a language other than German or English, you must provide a certified translation. If you have a translation, you must still present the original certificate. If married less than a year, Affidavit of Parentage is needed.
- **Divorce Decree/Death Certificates (If applicable)** You will need to show termination of all prior marriages for both parents. Please bring certified translations if the decrees or certificates are not in English or German.
- **Military Orders or Command Sponsorship Memo**  
Only if applying for No-Fee Passport
- **Parents' Military ID Cards**
- **Proof Of 5 Years Physical Presence in the US:** ERB/ORB, Tax Records, HS Diploma, College Diploma
- **Application Fee**  
The fee for Consular Report of Birth is \$100. The fee for a child's Tourist passport under 16 is \$115; for total fee for Consular Report of Birth and tourist passport is \$215. **We only accept money orders and bank-issued checks (no personal checks)**

### **IF THE PARENTS ARE NOT MARRIED or MARRIED LESS THAN A YEAR**

Completed and notarized Affidavit of Parentage is required.

### **IF ONE PARENT CANNOT BE PRESENT DURING THE APPLICATION PROCESS**

Notarized Statement of Consent no older than 90 days OR special power of attorney stating what the other parent will be doing (i.e. applying for birth certificate, passport for *child's name*.)