CHECKLIST for a Consular Report of Birth Abroad (CRBA).

This checklist includes all documents required to apply for a CRBA. Please print out this checklist and bring to your appointment.

Check the appropriate box in front of each document that you bring with you. At the time of your interview, please submit the original documents and one photocopy of each document. The documents should be placed in the same order as the checklist with the original on top of the copy. If you do not bring a photocopy, you may be charged for each page that needs to be photocopied.

Please note all documents must be in English. Documents in languages other than English must be accompanied by an English certified translation.

- ❒ **This checklist**
- ❒ **Both parents** *(when applicable)* **and child need to be present at the appointment**
- ❒ Application for Consular Report of Birth Abroad (***Form DS 2029***) – **Do *NOT sign***
- ❒ Application for a Passport (***Form DS 11***) – **Do *NOT sign***
- ❒ Application for a Social Security Number (**Form *SS 5***) – Please sign at box 17
- ❒ **Child's birth certificate -** *Swiss Family Booklets are not accepted*
- ❒ **Parents' marriage certificate**, *if applicable*
- ❒ **Divorce or death certificate:** If either parent has been married previously, they should present the original or court certified divorce decree or death certificate for all previous marriages. **-** *if applicable*
- ❒ **Parents' evidence of U.S. citizenship -** *i.e. U.S. passport, U.S. certificate of naturalization, U.S. certificate of citizenship, U.S. consular report of birth abroad, etc*
- ❒ **Parents' government-issued ID** *(i.e. passport, other national identity document)*
- ❒ **Child's Swiss or other foreign passport** if they have been issued one
- ❒ **Evidence of name change -** *If either the parents' current legal name does not appear on the presented documents, provide official evidence of a name change*
- ❒ **Evidence of physical presence -** *The U.S. citizen parent must bring proof they were present in the United States before the child's birth. Please refer to our website for sample documentation*
- ❒ ***Passport photograph*** *for the child.*
- ❒ **Self-addressed stamped C4 Size return envelope with the correct Swiss postage:**
  - CHF 7.50 Swiss Franc Stamps for A+ registered mail for residents in Switzerland and Liechtenstein
  - CHF 19.- Swiss Franc Stamps for registered mail with postal return receipt for residents in France and Germany
- ❒ **Non-refundable application fee** *(to be paid at the appointment)*

REMINDER:

The above checklist is a general guideline: depending on the circumstances of your case, you may be asked to provide additional types of documentation.

Thank you and we look forward to seeing you.