



Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services
United States Consulate General
Auckland, New Zealand

1) To obtain a CRBA appointment, please send the following completed unsigned application(s) and copies of supporting documents and payment to:

US Consulate General
American Citizen Services Section
Private Bag 92022
Auckland 1142

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.

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

A personal appearance by the applicant (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 local phone number will not be reviewed. Once we have conducted our initial review, we will contact you to with confirmation of your scheduled appointment. Please allow one week from the date you mailed your application to receive confirmation of you appointment.

Name of Applicant: _____

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 we must know which parents will attend the CRBA interview.

Applying for child's passport? Applying for CRBA only Applying for a 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 is NZ\$160.00. The fee for a child's passport is NZ\$184.00; for those 16 years old and over, the passport fee is NZ\$232.00.

All fees are payable by Bank Check (Cashier's Check) **only**. We cannot accept cash, personal or company checks, or New Zealand Post money orders. Checks should be made payable to the "U.S. Consulate General". Please send payment along with the application(s) in advance of your appointment. If you are applying for more than one service, you may combine your fees into one payment.

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

- [Download and print Form DS-2029](#)
- Please read and follow the instructions when filling out Form DS-2029. Complete all applicable items but do not sign until you are asked to do so by the Consular Officer during your interview.
- If the child was born out of wedlock to a US citizen Father, the US citizen father must complete all parts of Item 28, page 3 of the DS-2029 but do not sign until you are asked to do so by the Consular Officer during your interview.

PROOF OF IDENTITY/CITIZENSHIP DOCUMENTS

Birth Certificate for the applicant (child)

Make sure that parents' names listed on the birth certificate match the name of their official photo ID (passport, driver license).

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

The U.S. citizen parent(s) must present proof of his/her U.S. citizenship. The U.S. citizen parent must have been a U.S. citizen at the time of the child's birth. Please send a copy of the biographic page of the passport; original passport must be brought to your interview.

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

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.

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

Please send a copy of the biographic page of the foreign passport or valid driver license; original passport must be brought to your interview.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

Evidence of physical presence in the United States/residence

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.

If parents were married at the time of the child's birth, but only one is a U.S. Citizen, the U.S. Citizen parent must have had physical presence in the U.S. or its possessions for at least five years, two of which must be after the age of 14. (This is only for children born on or after November 14, 1986).

If parents are unmarried at time of child's birth, the mother is a U.S. citizen and the father is a non-U.S. citizen, the mother must have had physical presence in the U.S. or its possession for one continuous year. (For Children born on or after December 24, 1952 and on or before June 11, 2017).

For children born on or after June 12, 2017, if parents are unmarried at time of child's birth, the mother is a U.S. citizen and the father is a non-U.S. citizen, the mother must have had physical presence in the U.S. or its possession for five years, two of which were after the age of 14.

Suitable documents to show your time spent in the U.S. include, but are not limited to, a combination of the following:

- School transcripts / year books
- Medical records
- Employment records
- Military service records

PATERNITY/LEGITIMATION/LEGAL RELATIONSHIP DOCUMENTS

Parents' marriage certificate (if applicable)

Please send a copy of the **registered marriage certificate**; you will be required to submit the original at the time of your appointment.

Divorce and Annulment Decrees/Death Certificates (if applicable)

The mother and/or father will need to show termination of all prior marriages. If these certificates are not in English, you are required to include official translation

PASSPORT APPLICATION

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

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

Please read and follow the instructions when filling out [Form DS-11](#). Complete all applicable items but do not sign until you are asked to do so by the Consular Officer during your interview.

Photo of applicant (child)

One (1) U.S. sized passport [photograph](#) (Note: these are a different size from New Zealand passport photographs). Submitted passport photos must have a white, off-white or cream background.

“Statement of Consent”(DS-3053), if applicable

U.S. passport regulations require the consent of both parents/legal guardians before a U.S. passport will be issued to a minor child (unless certain circumstances apply). This requirement is usually met by both parents attending the child’s passport interview and signing the passport application in the presence of a Consular Officer. However, we understand that it is not always possible for both parents to attend the passport interview and options do exist if only one parent is available to sign the passport application form in person. Please see [additional information about parental consent](#) and how it may impact on your child’s U.S. passport application.

Submit the second parent’s notarized [Statement of Consent -DS-3053](#) with attached notarized photocopy of the identification presented when signing. The form must be signed and notarized within the last three months, and can be notarized by a Justice of the Peace.

If one parent/guardian has sole custody: Primary evidence of sole authority to apply for the child’s passport is required, e.g., court order, death certificate

NOTE: Social Security Number (SSN) is required for all passport applications. You must provide your SSN on the application form if you have been issued one, in accordance with 22 USC. 2714a and 22 CFR 51.60(f). If you do not have a Social Security Number, you must submit a signed statement including the phrase, **‘I declare under penalty of perjury under the laws of the United States of American that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration.’** This declaration or statement of “NO SSN” does not need to be notarized, but must be signed and dated. If the applicant is a minor, this declaration will be done by the parent.

Prepaid Return Courier Pack

One (1) self-addressed A4 New Zealand Courier Post envelope for the return of Consular Report of Birth Abroad Certificate and U.S. passport once issued

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) incorrect completion of the DS-2029; (2) incomplete dates of physical presence, page 2 of the DS-2029 (3) 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.

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 all original documentation at the time of my appointment.

Signature of Applying Parent

Date

SUBMITTING YOUR APPLICATION

Please send the completed unsigned application(s) and copies of supporting documents , payment, and return courier pack to:

U.S. Consulate General
Private Bag 92022
Auckland 1142
Attn: ACS/CRBA

Remember: You must bring ALL original copies of your supporting documents to you scheduled appointment.

Please be advised that we will schedule an appointment for you within 10 working days of receiving your application. Appointments will be scheduled on a Thursday morning between 9 – 11am. If you cannot attend an appointment within this time frame, please attach a letter indicating your specific date of availability. We can only schedule appointments within two months of the date the packet was received. If you are not yet prepared to confirm your appointment, please **DO NOT MAIL** your packet.

If you have any inquiries, please email them to CRBAAuckland@state.gov.

