



Checklist of Requirements for Consular Report of Birth Abroad (CRBA)

American Citizen Services
U.S. Embassy, Dar es Salaam

IMPORTANT REMINDERS

1. You need to create a [MyTravelGov](https://mytravel.gov) account
2. Complete your eCRBA application and scan and upload documents (for example, child's birth certificate, passports for both parents, marriage certificate, any divorce decrees, etc)
3. Pay the Non-refundable CRBA fee online using www.pay.gov the fee is \$100. After you have made the payment, email to DRSACS@state.gov to request we schedule your appointment. Please allow at least 72 hours between submitting your payment and requesting an appointment.

Bring all original documents to your appointment. Generally, we will return your original documents after we have seen them. You may be asked to provide additional documentation at the time of your interview. You will be given 90 days to submit the requested documentation or the case will be closed, and the fee will not be refunded.

- ☐ **Consular Report of Birth Abroad (CRBA) applications are by appointment only.**
- ☐ **Personal appearance of the applicant/child is required.**
- ☐ **Application for Consular Report of Birth Abroad (DS-2029). Complete the form but DO NOT SIGN.** Download and print DS-2029 form at <https://eforms.state.gov/Forms/ds2029.pdf>.
- ☐ **Only the child's parent(s) or legal guardian may apply on the child's behalf.** If a person other than a parent or the child is applying for the CRBA, the person must present a certified copy of legal guardianship or notarized affidavit or letter of authorization (LOA) from the parent(s) authorizing the person to make the application. **The affidavit /LOA must specifically authorize the representative to apply for the CRBA.** The document must be duly notarized by a U.S. commissioned notary or a U.S. Consular Officer. The parents must also provide photocopies of the front and back side of the photo I.D.s used during notarization of the affidavit /LOA.
- ☐ **Child's birth certificate – for Tanzania, it is the RITA-issued birth certificate, not the hospital-issued birth certificate.**
- ☐ **Evidence of parent's U.S. citizenship. The U.S. citizen parent must have been a U.S. citizen at the time of the child's birth.** Examples may include but are not limited to the

following: U.S. passport, U.S. birth certificate, Consular Report of Birth Abroad certificate, Certificate of Naturalization, or Certificate of Citizenship, etc.

- ☐ **Evidence of identification for non-U.S. citizen parent.**
Examples may include but are not limited to the following: valid passport, driver's license, citizenship ID.

- ☐ **Evidence of physical presence in the United States/residence.**
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The U.S. citizen parent must bring proof of sufficient physical presence or residence in the United States BEFORE the child's birth. Examples of documents that can help to prove physical presence may include, but are not limited to: old and current passports (U.S. or foreign), official school transcripts, Income Tax Returns and W2s, Social Security earnings statement, a Military Statement of Service or DD-214 Separation Statement (U.S. military members only), or other official public documents.

- ☐ **Parents' marriage certificate, if applicable. For Tanzania please submit the International Marriage Certificate issued by RITA.**
- ☐ **Divorce and Annulment Decrees/Death Certificates, if applicable**
Parents will need to show termination of all prior marriages.
- ☐ **Evidence of the parents' location at the time of conception**
Examples may include, but not limited to: passports, travel orders, flight records, entry and exit records, etc.
- ☐ **Evidence of the mother's pregnancy**
Examples may include but are not limited to: ultrasound reports, sonograms, pictures of pregnancy, prenatal check-up records, hospital records, photos of the child from birth to present, etc.
- ☐ **Evidence of parents' relationship before pregnancy**
Examples may include, but are not limited to: photos, letters, emails, chat messages, etc.
- ☐ **Parental blood relationship.**
When a child is born out of wedlock to a U.S. citizen father, the father has to demonstrate a parental blood relationship with the child by clear and convincing evidence.

NOTE: Genetic (DNA) testing is a useful tool for verifying a biological relationship when no other form of credible evidence is available. However, ***do not initiate DNA testing***

unless it is recommended by the U.S. consular officer. A DNA test done independently and not according to Department of State procedures will not be accepted. For more information about DNA testing procedures, visit the Embassy's [website](http://www.aabb.org/sa/facilities/Pages/RTestAccrFac.aspx).
<http://www.aabb.org/sa/facilities/Pages/RTestAccrFac.aspx>.

PASSPORT

If you would also like to apply for a U.S. passport, please complete the application for a U.S. passport DS-11 form at <https://pptform.state.gov/>

- ☐ When completing the application, the "Mailing Address" must be a Tanzanian address.
- ☐ The "Place of Birth" should include the city and state if born in the U.S., or the city and country if born outside the U.S.
- ☐ A "Permanent Address" must be provided if the "Mailing Address" is a P.O. Box. The "Permanent Address" does not have to be in Tanzania

Required documents:

- ☐ **U.S. Passport Form DS-11**
- ☐ **2 x 2 inch photo of applicant**
For photo guide and samples, please refer to:
<https://travel.state.gov/content/passports/en/passports/photos/photos.html>
- ☐ **Non-refundable application fee (to be made during the appointment)**
The fee is **\$135**. The cashier at the Embassy accepts major credit cards and cash in U.S. dollars and Tanzanian shillings.