

Checklist for Consular Report of Birth Abroad (CRBA)

American Citizen Services

American Consulate General, Ho Chi Minh City

This checklist includes all documents required to apply for a CRBA (as well as a U.S. passport and social security number, if applicable). Please print out this checklist to bring to your appointment with your signature and date. (Each individual applying for a report of birth and/or U.S. passport needs a scheduled appointment.)

Check the appropriate box in front of each document that you bring with you. Many of the documents require you submit both an original and a photocopy. 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 as indicated, you may be charged for each page that needs to be copied.)

This signed checklist

Non-Refundable Application Fee

The fee for a Consular Report of Birth Abroad is \$100. The fee for a child's passport under 16 is \$105; for those 16 and over, the fee is \$135. The cashier at the Consulate accepts cash (either U.S. dollars or Vietnamese dong) and credit cards accepted in the United States (Visa, MasterCard, American Express, Discover, or Diners Club).

Consular Report of Birth Abroad

Unsigned, completed [Application for Consular Report of Birth Abroad \(DS-2029\)](#). **Do not sign!**

Pay particular attention to question 24, which must be completed in full before we can process the form.

Child's Birth Certificate with English translation and one photocopy

Evidence of parents' U.S. citizenship and photocopy

Provide identity evidence of U.S. citizen parent(s) (e.g. U.S. passport, Certificate of Naturalization) before the child was born, with English translation and one photocopy. If the U.S. citizen parent is not present, submit a true certified copy from a notary in the United States.

Passport/Identification for non-U.S. citizen parent with English translation and one photocopy

Parents' marriage certificate, with English translation and one photocopy, **if applicable**

Divorce and Annulment Decrees/Death Certificates, if applicable

Provide a copy of your divorce decree(s). You must submit the original(s) plus a certified English translation (if applicable).

Evidence of physical presence in the United States

Provide documentary proof of the American parent's five years physical presence in the United States, before the child's birth, two of which must come after the age of fourteen. Acceptable documentary proof would be: academic records, official school transcripts, tax records, Social Security statement, etc. You may request your social security records online at www.ssa.gov.

Evidence of parents' concurrent physical presence in Vietnam (or other country)

Provide evidence of both parents' physical presence in the same state/country at the time of the child's conception (e.g. visa stamps, airline tickets, airlines printouts, etc.).

Evidence of child's birth and prenatal records

Please provide additional evidence regarding the child's birth (e.g. hospital/pre-natal records, sonograms, photos of the mother while pregnant).

Evidence of Name Change

If either the mother's or father's current legal name does not appear the same on all presented documents, provide official evidence of a name change. Accepted evidence includes marriage licenses, divorce decrees, and official name change documents issued by the U.S. or a foreign government.

Passport

Unsigned, completed [Application for a U.S. Passport \(DS-11\)](#), if applicable. **Do not sign!**

Photo of applicant

Submit 2 passport photos (5cm x 5cm) taken within the last six months. The photo must show full ears with white background.

Statement of consent for non-present parent

Children under 16 require both parents/legal guardians to come in person to the Consulate. If one parent/guardian cannot visit the Embassy, he/she must submit a signed and notarized original [Statement of Consent \(DS-3053\)](#). The document is valid for 90 days after the date of signature.

Social Security Number

Application for Social Security Number

In order to submit an application for a Social Security number as well as your child's CRBA, you must apply for your child's U.S. passport. Please complete the one-page [SS-5 application form](#). In box 16, clearly write an address that will be valid for at least six months. The U.S. citizen parent must sign the form and bring the original U.S. passport or Certificate of Naturalization.

REMINDER:

The biggest obstacle to a quick completion of the CRBA application process is the submission of necessary documents. If you do not bring the applicable documentation included on this checklist, we may cancel your interview and require you to schedule another appointment.

The above checklist is a general guideline; depending on the circumstances of your case, you may be asked to provide additional types of documentation. By U.S. regulation, the Consulate will give you 90 days to submit any additional documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant.

During this period, the U.S. Consulate will respond to inquiries and provide any guidance you need. Please note that all fees are non-refundable.

If you have questions, our website, <https://vn.usembassy.gov/u-s-citizen-services/birth/>, has additional details and instructions regarding application processes for CRBAs, passports, and other services.

Thank you and we look forward to seeing you.

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 them at the time of my appointment.

Signature of Applying Parent or Guardian

Date