This checklist includes all documents required to apply for a CRBA (as well as a U.S. passport, if applicable). Please print out this checklist to bring to your appointment with your signature and date. (Each child applying for a CRBA must schedule a separate appointment by following the instructions at: vn.usembassy.gov/schedule-crba.) If there are any items on this Checklist that you are unsure about, please contact us at: vn.usembassy.gov/acscontact.

Check the appropriate box in front of each document that you bring. Many of the documents require that 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 $1.00 for each page. If a certified English translation is required, the translation must include a statement by the translator that the “Translation is accurate” and the “Translator is competent to translate.” Several translation companies are listed at: vn.usembassy.gov/translators.

☐ This signed checklist

☐ Non-Refundable Application Fees

The fee for a Consular Report of Birth Abroad (CRBA) is $100. The fee for a passport book for applicants under 16 is $135; for those 16 and over, the fee is $165. The cashier accepts cash (either U.S. dollars or Vietnamese dong) and credit/debit cards accepted in the United States (Visa, MasterCard, American Express, Discover, or Diners Club).

Consular Report of Birth Abroad

☐ Personal appearance of the applicant at the Embassy/ Consulate on the day of the interview.

☐ Completed Form DS-2029 (Application for Consular Report of Birth Abroad). Print out this form (one side only). All applicants must complete sections 2j and 3j of the Form DS-2029 in full before we can process the CRBA application.

- If the U.S. citizen parent is appearing at the Embassy/ Consulate, do not sign. You will sign in front of the Consular Officer at the time of your appointment.

- If the U.S. citizen parent is not appearing, complete the DS-2029 and sign in front of a Notary Public, Consular Officer, Passport Specialist, or designated Consular/Acceptance Agent.

☐ If the U.S. citizen father is transmitting U.S. citizenship and the parents were not legally married at the time of the child’s birth, the father must complete Item B1, page 3 of the DS-2029 or Form DS-5507 and sign it in front of the Consular Officer during the appointment/ Notary Public, Consular Officer, Passport Specialist, or designated Consular/Acceptance Agent if not appearing at the interview.

☐ Child’s Birth Certificate with two (2) certified English translations and two (2) photocopies. Please CLICK HERE for a sample of the Vietnamese Birth Certificate (Giấy KHAÏ SINH). The hospital Notice of Birth (Giấy Chứng Sinh) is NOT accepted.

☐ Evidence of parent(s) U.S. citizenship and two photocopies.

Provide citizenship evidence of U.S. citizen parent(s) (e.g., U.S. passport, Certificate of Naturalization) before the child was born. If the U.S. citizen parent is not present, submit a notarized copy.

☐ Passport for non-U.S. citizen parent and two photocopies of the biodata page.

If passport is not available, submit ID card (CMND) with two certified English translations and two photocopies.

☐ Parents’ marriage certificate (if applicable) with certified English translation and one photocopy.

☐ Divorce and Annulment Decrees/Death Certificates (if applicable)

You must submit the original(s) plus a certified English translation and one photocopy.

☐ Evidence of physical presence in the United States
U.S. law states that **U.S. citizen parents must be physically present in the United States for a certain time period** prior to their child’s birth in order to transmit citizenship. The physical presence requirements depend on the citizenship status of the parents and the marital status at the time of birth:

- **Two U.S. citizen parents, married at the time of the child’s birth:** one parent must show they had a residence in the United States prior to the applicant’s birth.
- **One U.S. citizen parent and one non-U.S. citizen parent, married at the time of the child’s birth:** the U.S. citizen parent must have been physically present in the United States for five years prior to the birth, at least two of which were after the age of 14.
- **U.S. citizen father and non-U.S. citizen mother, not married at the time of the child’s birth:** the U.S. citizen father must have been physically present in the United States for five years prior to the birth, at least two of which were after the age of 14.
- **U.S. citizen mother and non-U.S. citizen father, not married at the time of the child’s birth, child born after June 12, 2017:** the U.S. citizen mother must have been physically present in the United States for five years prior to the birth, at least two of which were after the age of 14.
- **U.S. citizen mother and non-U.S. citizen father, not married at the time of the child’s birth, child born between December 24, 1952 and June 11, 2017:** the U.S. citizen mother must prove she was physically present in the United States for one continuous year prior to the person’s birth.

Please note that the U.S. citizen parent has the responsibility to provide evidence of their physical presence in the United States to the satisfaction of the Consular Officer. Acceptable documentary proof includes official school transcripts, tax records with W2s, etc. Ensure that the evidence of time in the United States is consistent with international travel dates. An earnings statement from the Social Security Administration can also be used as evidence of time spent in the United States. Visit www.ssa.gov for information about obtaining a Social Security Statement, including through the my Social Security feature.

- **Evidence of parents’ concurrent physical presence in Vietnam (or another 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, photos, airline tickets, airline 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**

- Complete **Form DS-11** online at: pptform.state.gov and PRINT OUT the completed form. **Do not sign!** Print out this form (one side only).
  **Note:** You cannot currently list a “Country” when completing the “Emergency Contact” section on our forms. Please list an emergency contact in the United States.

- **Photo of the child**
  Submit one (1) passport photo (5cm x 5cm) taken within the last six (6) months. The photo must show full ears and have a white background. For detailed passport photo requirements, please visit: https://go.usa.gov/xU7hQ.
Signed and Notarized Form DS-3053 (Statement of Consent for Non-Present Parent)

Children under 16 require both parents/legal guardians to consent to issuance of a passport. If one parent/guardian cannot be present at the time of the interview, he/she must submit a signed and notarized original Form DS-3053 and provide a double-sided copy of the photo ID used at the notary. The document is valid for 90 days after the date of signature.

Note: Form DS-3053s can be notarized at a U.S. Embassy/Consulate worldwide free of charge. We also accept DS-3053s notarized by a local notary public in certain countries, please visit the Department of State’s website (7. Show Parental Consent) for a list of countries where local notary public notarizations are not accepted. For parents present in Vietnam, form DS-3053s must be notarized by our office and cannot be notarized by a Vietnamese notary public.

Social Security Number Statement Affidavit

22 U.S.C. 2714a and 22 C.F.R 51.60(f) requires that passport applicants provide a Social Security number when applying for a U.S. passport. For parents applying for a passport together with a CRBA, parents must complete an affidavit stating their child has not been assigned a Social Security number or provide the number if already assigned.

Social Security Number

The U.S. Embassy/Consulate cannot receive Social Security Number (SSN) applications for U.S. citizen children under the age of 12 unless previously authorized by the Social Security Administration. We can only accept Form SS-5 applications for U.S. citizen children who are 12 or older. To apply for your child’s SSN, please review the instruction at www.ssa.gov. You can also apply for your child’s SSN when your child arrives in the United States. Please contact the Social Security Administration (SSA) in the United States directly.

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. In accordance with U.S. regulations, the U.S. Embassy or Consulate will give applicants 90 days to submit any additional documentation requested. After this time, the case will be closed for insufficient evidence to establish U.S. citizenship. During this period, the U.S. Embassy or 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/, 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