



# Consular Report of Birth Abroad (CRBA) Checklist

American Citizen Services (ACS)  
U.S. Embassy, Kuala Lumpur

- Email this checklist (signed and dated on page 5) with your application materials to [KLCRBA@state.gov](mailto:KLCRBA@state.gov).
- You cannot apply for a report of birth and passport without an application/appointment for each applicant.
- Please check the appropriate box next to each document that you email / bring with you.
- You should bring ALL original documents to your CRBA interview.
- Many of the documents require you to submit both an original and a photocopy at your appointment.
- The documents should be placed in the same order as the checklist.
- Please name the files that you email us as follows to assist us in file organization "SURNAME DOCUMENT NAME". For example, "SMITH DS-2029" or "HUSSEIN BIRTH CERTIFICATE."

**In addition to this list, a personal appearance by the applicant (the child) 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 a local phone number will not be reviewed by the ACS team. Once we have conducted our initial review, we will contact you to schedule your CRBA appointment. Please allow at least two weeks from the date you emailed your application before contacting the Embassy.**

**Email address:** \_\_\_\_\_

Please provide a legible email address in the space provided above as well as on all appropriate sections of all forms outlined below. This will be the primary form of communication to ensure efficient processing of your application.

**Local phone number (if applicable):** \_\_\_\_\_

Please provide a local Malaysian phone number, if you have one, in the space provided above as well as on all appropriate sections of all forms outlined below. This will serve as a backup method of communication in the event that we need to contact you.

**Present at CRBA interview?**

- Both Parents  
 One Parent Only

In order to determine which forms and documents are required for your CRBA application, the ACS Team must know which parents will plan to attend the CRBA interview.

### Applying for child's passport?

- Applying for CRBA only
- Applying for CRBA & Passport

If you also plan to apply for a passport for your minor child at the same time as your CRBA application, additional forms are required (see "Passport Application" on page 4 below).

## CRBA FEES & FORMS

### **Non-Refundable Application Fee**

The fee for a Consular Report of Birth Abroad is \$100. The fee for a child's passport is \$115; for those 16 years old and over, the fee is \$145. The cashier at the Embassy accepts cash or credit card (either U.S. dollars or Malaysian Ringgit).

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

- Please email a copy and bring the original application to the CRBA interview

Please read and follow the instructions when filling out the application. Complete all the applicable items, but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy.

- If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he should complete form DS-5507 (see below) instead, which must be signed before a Consular Officer, Passport Specialist, or designated Consular/Acceptance Agent
- **Download and print Form DS-2029 at <https://eforms.state.gov/Forms/ds2029.pdf>.**

### **Affidavit of Parentage, Physical Presence or Residence, Parentage and Support" (DS-5507) (if applicable)**

- Please email a copy and bring the original document to the CRBA interview.
- If the U.S. Citizen parent will not be present at the interview, form DS-5507 MUST be completed. Please ensure that page 2 lists time spent in the United States and time spent abroad separately and that all pages requiring a signature from the U.S. citizen parent are signed before a Consular Officer, Passport Specialist, or designated Consular/Acceptance Agent.
- **Download and print Form DS-5507 at <https://eforms.state.gov/Forms/ds5507.pdf>.**

## **PROOF OF IDENTITY / CITIZENSHIP DOCUMENTS**

### **Birth Certificate and English Translation**

Please email a copy and bring the original birth certificate to the CRBA interview. A translation is not required for Malaysian birth certificates.

### **Passport/Identification document of child, if available**

If the child has been issued a passport or identification document, please email a copy and bring the original ID to the CRBA interview.

### **U.S. Passport for U.S. citizen parent**

Please email a copy of all pages of the passport and bring the passport to the CRBA interview (if present). The U.S. citizen parent must have been a citizen at the time of the child's birth. The U.S. citizen parent(s) must present proof of his/her U.S. citizenship in the form of a valid or expired U.S. Passport. If the U.S. parent is not present, they should only email a copy of their passport.

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

Please email a copy and bring the original Certificate of Naturalization to the CRBA interview. If the U.S. citizen parent was not born in the United States, they should submit a copy of their Certificate of Naturalization or their own Consular Report of Birth Abroad (CRBA) issued by a U.S. Embassy or Consulate overseas.

### **Passport/Identification document for non-U.S. citizen parent**

Please email a copy and bring the original ID to the CRBA interview. The non-U.S. citizen parent must bring their passport or a government-issued photo ID.

## **PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES**

### **Evidence of physical presence in the United States/residence**

Please email a copy and bring all original documents to the CRBA interview. 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. Please consult our website for the specific requirements based on the parents' marriage and citizenship status [here](#).

Documents that may establish your physical presence in the U.S. include but are not limited to:

- Current and/or old passports (or certified copies of passports), including ALL PAGES to show entry/exit stamps
- Transcripts from primary, high school and/or university
- Income tax returns with W2 or 1099 forms
- Military Statement of Service or DD-214 Separation Statement (military members only)

## **LEGITIMATION/LEGAL RELATIONSHIP DOCUMENTS**

### **Parents' marriage certificate (if applicable)**

Please email a copy and bring the original marriage certificate to the CRBA interview. Please submit certified translations if the certificate is not in English. No translation is required for Malaysian marriage certificates.

### **Divorce and Annulment Decrees/Death Certificates (if applicable)**

Please email a copy of each document and bring the originals of each document to the CRBA interview. The mother and/or father will need to show termination of all prior marriages. Please submit certified translations if the decrees or certificates are not in English.

## **BLOOD RELATIONSHIP**

**Evidence of the couple's physical presence in the same location at the time of conception.** Please bring to the CRBA interview. Please provide a notarized copy of the U.S. citizen's passport (all pages) in lieu of the original if the U.S. citizen parent is not present at the CRBA interview. Flight records and/or entry and exit records from a country may also be helpful.

**Prenatal and childbirth medical records and/or other evidence of mother's pregnancy, if available.**

Please email a copy bring original documents to the CRBA interview. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship.

NOTE: Genetic (DNA) testing is a useful tool for verifying a biological relationship when no other form of reliable 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.

## **PASSPORT APPLICATION**

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

### **Application for a U.S. Passport (DS-11)**

Please email a copy and bring the original DS-11 to the CRBA interview.

- Complete the appropriate sections, but do not sign! For children under the age of 16 both parents/legal guardians are required to come in person. If this is not possible, the absent parent must complete a DS-3053 (see below).
- Please complete the DS-11 form electronically and print it out.
- **Fill out the DS-11 online at <https://pptform.state.gov/>**

### **Photos of child applicant**

Please bring the requested photos to the CRBA interview. You will need two identical passport

photographs of the child applicant, 2in x 2in (5cm x 5cm) set against a white background. For photo instruction and samples, refer [here](#).

**Statement of Consent: Issuance of a Passport to a Minor Under Age 16 (DS-3053), if applicable.**

Please email a copy and bring the original DS-3053 to the CRBA interview.

- If one parent is not present for the interview, the absent parent/guardian must sign a **“Statement of Consent” (DS-3053)** authorizing the issuance of a U.S. passport for children under the age of 16. The absent parent must sign the DS-3053 in front of a licensed notary, passport specialist, or at a U.S. Embassy or Consulate overseas. The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.
- The original DS-3053 must be provided at the interview and is valid for 90 days after the date of signature.
- **Download and print Form DS-3053 at <https://eforms.state.gov/Forms/ds3053.pdf>.**

If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child’s passport, *e.g., court order, death certificate, etc.*

**Statement of Exigent/Special Family Circumstances (DS-5525), if applicable**

Please email a copy and bring the original DS-5525 to the CRBA interview.

- A completed DS-5525 is required for passport applications for children under the age of 16 if the written consent of the non-applying parent or guardian or sole custody cannot be obtained. The statement must explain in detail the non-applying parent’s or guardian’s unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence to document your claim of exigent or special circumstances.
- **Download and print Form DS-5525 at <https://eforms.state.gov/Forms/ds5525.pdf>.**

## **REMINDER**

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is failure to submit all of the necessary documents. The most common issues are:

1. incorrectly completing the DS-2029 and/or DS-5507
2. missing child’s birth certificate
3. missing copies of the U.S. Citizen parent’s passport pages showing all entry/exit stamps and
4. physical presence documentation for the U.S. citizen parent prior to the child’s birth.

If you do not present the appropriate documentation in your CBRA package and at the interview, processing of your application may be significantly delayed.

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 them at the time of my appointment.

\_\_\_\_\_  
Signature of Applying Parent or Guardian

\_\_\_\_\_  
Date

### **SUBMITTING YOUR APPLICATION**

Once you have reviewed your application according to this CRBA checklist you may email the documents, along with this checklist, to [KLCRBA@state.gov](mailto:KLCRBA@state.gov). Once we have conducted our initial review, we will contact you to schedule an appointment. Please allow at least two weeks from the date you emailed your application before contacting the embassy.