

BELFAST CHECKLIST

1. Completed (but not signed) DS-2029, "Application for a Consular Report of Birth Abroad (CRBA)." Please note that the question regarding physical presence in the U.S. requires you to list **every entry and exit to and from the U.S. from your date of birth to the present date**. If you need to use additional pages, please do so. <https://eforms.state.gov/Forms/ds2029.PDF>
2. Completed (but not signed) DS-11, "Application for a U.S. Passport."
<https://eforms.state.gov/Forms/ds11.PDF>
3. Long Form UK Birth Certificate issued by the Registrar - the long form version has both parents' names. Two photocopies of the certificate.
4. Both parents' passports. Two photocopies of each passport data page.
5. Marriage Certificate (if applicable). One photocopy of the marriage cert.
6. Evidence of Termination of Previous Marriages of either Parent (if applicable), e.g., Death Certificate, Divorce Decree. One photocopy of each document.
7. Proof that the U.S. citizen parent meets the physical presence requirements for transmission of citizenship as described at <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/us-citizenship/Acquisition-US-Citizenship-Child-Born-Abroad.html>. This might include but is not limited to current/previous passports (showing entry/exit stamps), high school transcripts, college/university transcripts, military records, employment records. One photocopy of each document.
8. Photos: One 2" x 2" photograph as described at <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>.
9. The Fee which is payable in US dollars cash, the sterling equivalent in cash, or by credit/debit card.
10. A prepaid self-addressed Royal Mail Special Delivery Envelope to be used to mail the CRBA and Passport to you after issuance. Processing takes approximately 3 weeks.

Ideally BOTH parents should be present at the appointment but we recognize that it may not be possible in all cases. The child MUST attend the appointment.

If the U.S. citizen parent transmitting citizenship to the child is not present, they should submit a notarized Form DS-5507, Affidavit of Parentage Physical Presence and Support
<https://eforms.state.gov/Forms/ds5507.PDF>.

If either parent is unable to attend, they should submit a notarized Statement of Consent for passport issuance Form DS-3053 <https://eforms.state.gov/Forms/ds3053.PDF> together with a notarized copy of their passport.

We do not process **Social Security Number** applications at the Belfast consulate. An SSN application can be submitted to the Federal Benefits Unit at Embassy London once you are in possession of your child's CRBA and Passport as per the instructions at <https://uk.usembassy.gov/u-s-citizen-services/federal-benefits/social-security-numbers-ssn/>.