



## CHECKLIST FOR A CONSULAR REPORT OF BIRTH ABROAD (CRBA)

American Citizen Services  
U.S. Embassy Tegucigalpa

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Please scan the required documents to [tggcrba@state.gov](mailto:tggcrba@state.gov) to request an appointment.

1. You cannot apply for a report of birth and passport without a scheduled appointment for each applicant.
2. Please bring the original documents to your appointment.
3. If you're using a service provider, please include a personal email address or phone number where you can be reached.

In addition to this list, a personal appearance by the applicant (the child) is required.

### FEES/FORMS/PHOTOS

**Non-Refundable Application Fee (paid at the Embassy)**

The fee for a Consular Report of Birth 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 Embassy accepts cash (either U.S. Dollars or Lempiras) and international credit cards.

**Courier Delivery Fee (paid at the Embassy)**

Mailing via UPS is available at the Embassy. Upon approval, the CRBA will be delivered by the courier. You pay the fee, which varies depending on the delivery address.

**Photos of applicant**

You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.

**Application for a Consular Report of Birth Abroad. (DS-2029). Fill out/ Do not sign!**

- The child's parent(s) (preferably the U.S. citizen parent) can apply for a CRBA. Either parent may sign and execute this application form before a Consular Officer.
- Please read and follow the "Instructions" when filling out the form. **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. **Download and print Form DS-2029** at <http://www.state.gov/documents/organization/156216.pdf>
- 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 must complete **the form DS-5507** at <http://www.state.gov/documents/organization/126018.pdf> and he must sign the form in front of a U.S. - commissioned notary.
- If the father is deceased, submit an original death certificate and photocopy.

## PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

- Original Honduran Birth Certificate in Literal Form also known as “Certificación de Expediente de Vida”**

We do not accept the green and white fill-in-the-blank type of birth certificates normally issued by the Registro Nacional de Personas (RNP), as they do not include all the required information.

- Birth registration record (also known as “Folio”)** this certificate must be an original.

- Evidence of parent’s U.S. citizenship**

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, such as a valid or expired U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, or Certificate of Citizenship.

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

The non-U.S. citizen parent must bring his/her valid passport or any other valid government issued photo identification, such as a Driver’s License. Bring the original ID and one photocopy of each.

- Photo identification and growth progression photos of child**

For all children, please bring growth progression photos. These photos should begin as near to birth as possible, spanning to the present.

## PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

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

The U.S. citizen parent must bring proof of sufficient physical presence in the United States before the child’s birth in order to transmit citizenship.

- **If the U.S. Citizen mother was a single mother at the time of her child’s birth:**  
She needs to present proof of physical presence in the United States for one continuous year at some point prior to the child’s birth
- **As proof of physical presence you may submit:**
  - A Consular Report of Birth Abroad previously issued to an older sibling of the child in question
  - School and /or University transcripts
  - 1040 Income Tax forms with the W-2 form
  - Military records ( DD-214)
  - Naturalization certificates
- **The following documents alone are NOT considered sufficient proof of Physical Presence in the United States:** 1040 Income tax forms without the W-2, Social Security earning statements, driver's licenses, or bank statements, as you do not need to be physically present in the United States for a specific amount of time in order to report, file or obtain these documents.

- **If you were a seaman, other than U.S. Coast Guard or Department of Defense , prior to your child's birth:** As proof you may submit: your seaman's discharge records, U.S. Coast Guard records, or any official documentation that shows the type of water in which you traveled.

### **LEGITIMATION/LEGAL RELATIONSHIP**

**Parents' marriage certificate, if applicable**

Please bring the original marriage certificate and one photocopy.

**Divorce and Annulment Decrees/Death Certificates, if applicable**

The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English or Spanish. Please bring the original divorce decree/annulment decree/death certificate and one photocopy of each document

### **BLOOD RELATIONSHIP**

**Prenatal records and/or other evidence of mother's pregnancy**

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. Pre-natal and post-natal family photos that include the mother, father and child, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant.

**Evidence of the physical presence in the same location at the time of conception**

Please provide a Honduran Immigration Movement or U.S. CBP entry/ exit record.

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

- Please read the instructions on how to apply for a U.S. Passport at:  
<https://hn.edit.usembassy.gov/u-s-citizen-services/passports/child-passport-renewal-new/>