



## CONSULAR REPORT OF BIRTH ABROAD CHECKLIST



### U.S. Embassy Lusaka, Zambia

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If you are a U.S. citizen and the parent of a child born in Zambia, you will need to document your child's U.S. citizenship with a Consular Report of Birth Abroad. This document is used in the United States like a certified copy of a birth certificate, and it is acceptable evidence of citizenship for obtaining a passport and entering school.

<https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>

Below is a list of requirements for a Consular Report of Birth Abroad (CRBA) and a first-time U.S. passport. Be advised that the consular officer may request additional documentation during the interview. We kindly ask that all applicants complete the checklist below and then make an online appointment at: <https://evisaforms.state.gov/acs/default.asp?postcode=LUS&appcode=1>

### **REQUIRED FORMS AND DOCUMENTS:**

- [Consular Report of Birth Abroad application \(DS-2029\)](#)**: Please complete but do not sign!  
Either parent, including a non-U.S. citizen parent, may execute and sign this application form before a Consular Officer. Download and print the application at:

<https://eforms.state.gov/Forms/ds2029.pdf>

- Child's original Zambian birth certificate
- Parents' original marriage certificate (if applicable)
- Divorce certificate for parents (if applicable)
- Both parents' passports
- Proof of U.S. citizenship for parent(s) - U.S. passport, certificate of naturalization or certified U.S. birth certificate
- Passport-style photo of the child: 2x2 inch / 5x5, color photo on a white background

## **REQUIRED FEE FOR CONSULAR REPORT OF BIRTH ABROAD:**

- \$100 (or kwacha equivalent) for Consular Report of Birth Abroad

## **EVIDENCE OF RELATIONSHIP:**

- A blood relationship between the U.S. citizen parent(s) and the applicant must exist to transfer citizenship. Applicants should provide a preponderance of evidence to demonstrate that a blood relationship exists. The burden of proof is on the person making a claim to U.S. citizenship.

Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Bring original documents. After the birth of the applicant, photos between the applicant and the biological parents may also help establish relationship concerns. DNA testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. For more information, contact the U.S. Embassy at [ACSLusaka@state.gov](mailto:ACSLusaka@state.gov)

## **EVIDENCE OF PHYSICAL PRESENCE:**

- Two U.S. Citizen Parents:** A child born abroad to two U.S. citizens acquires U.S. citizenship at birth if, before the child's birth, one of the parents had a residence in the United States or its outlying possessions. .
- One U.S. Citizen Parent and one Non-U.S. Citizen Parent:** To transmit citizenship the U.S. citizen parent must prove that they have resided in the United States for five years, two of which were after age 14.

“Physical presence” is interpreted as time actually spent physically in the U.S. (or in one of its possessions). Any period of honorable service in the U.S. military or period of employment with the U.S. government, whether abroad or domestic, may be included to satisfy the physical presence requirement. Peace Corps Volunteers and U.S. government contractors are not considered federal employees, for the purposes of this requirement.

Examples of physical presence include high school and college transcripts, a military statement of service or a DD-214 separation statement, etc. You can submit other evidence and documents as necessary. Please provide original documents.

**To also apply for a U.S. passport, please bring these additional items to your appointment:**

- \$115 (or kwacha equivalent) for U.S. Passport
- U.S. Passport Application (DS-11):** For children under the age of 16 both parents/legal guardians are required to come in person. Download and print the application at:  
<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>
- Statement of Consent (DS-3053):** If only one parent is appearing for the interview, then a DS-3053 is required for passport applications for children under the age of 16. The absent parent must sign the DS-3053 and get it notarized by a U.S. commissioned notary. The document is valid for 90 days after the date of signature. Download and print the application at:  
<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>

**PROCESSING NOTE:**

To process your Consular Report of Birth Abroad (CRBA) expeditiously, please obtain all the necessary documents and then bring your child with you to your scheduled interview appointment. If you do not bring the required documentation, we may suspend processing of the application. You may also be asked to provide additional documents at the time of your interview. Per regulations, you will have 90 days to submit the requested documentation or the case may be closed for insufficient evidence. Please be advised that all fees are non-refundable.

For CRBA applications for children born in Zambia, a CRBA generally takes 2-3 weeks once a complete application is submitted to the Embassy. For children born outside Zambia, we can accept the CRBA application but we will send it to the nearest Embassy where your child was born for processing of the citizenship application.