



CONSULAR REPORT OF BIRTH CHECKLIST

U.S. Embassy, Santo Domingo

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a report of birth & passport without a scheduled appointment. Please check the appropriate box in front of each document you collect which pertains to you.

Completed **"Application for Consular Report of Birth"** (DS-2029). **DO NOT SIGN!**
Click here for a [DS-2029 form](#).

Completed **Form DS 11, Passport Application. DO NOT SIGN!**
Click here for a [DS-11 form](#). Only one parent need be present in the first interview. Both parents, however, should be present at the second interview to provide unequivocal consent to passport issuance by signing the application form in front of the Consular Officer. If there are extraordinary circumstances and one of the parents cannot attend, such as one parent is not present in country, a notarized Statement of Consent **must** be submitted from the absent parent. Click here for a [DS-3053 consent form](#).

If the parent in the interview has sole custody, an original or court certified copy of the custody order granting sole custody must be submitted with the application.

Completed **Form DS 5507, Affidavit of Parentage, Physical Presence and Support. DO NOT SIGN!**
Click here for a [DS-5507 form](#). If the U.S. citizen parent will not be in the second interview, this document must be signed and notarized by a U.S. notary.

Child's Dominican birth certificate, legalized and in extensa/long form
(*original and a photocopy*). Short form birth certificates are not acceptable.

Parents' marriage certificate, legalized
(*original and a photocopy*). This is not applicable to unmarried parents.

Divorce/Death Certificates, if applicable, that verify the termination of a previous marriage (*original and a photocopy*).

Evidence of parent's U.S. citizenship
The U.S. citizen parent/s must present his/her U.S. passport. If the U.S. citizen parent was naturalized he/she must bring the original Certificate of Naturalization in addition to the passport (*original and two photocopies*).

Passport/Identification document for non-U.S. Citizen Parent
A non-U.S. citizen parent must bring his/her passport or cedula (*and a photocopy*).

Evidence of physical presence

The U.S. citizen parent must bring proof of the years he/she has lived in the United States prior to the birth of the child. Primary evidence that may establish your physical presence in the U.S. include: Social Security statement [available online](#), school transcripts, tax records, military service records, former and current passports with entry/exit stamps.

Application Fees

The fee for a Consular Report of Birth is US \$65. The passport fee is US\$ 85 for a child under 16 and US\$ 100 for a child 16 or older. In addition to dollar or peso cash payments for the services above, we also accept Visa, MasterCard, Discover, Diners Card, and American Express. U.S. Travelers checks and U.S. postal money orders are also accepted and should be made payable to "American Embassy Santo Domingo." Personal checks are not accepted. Personal checks are not accepted.

Courier Fees

A courier fee is required to deliver your passport and Report of Birth. A Santo Domingo destination costs US\$ 12. Outside of Santo Domingo costs US\$ 16.

If you do not bring the required documentation, we will suspend processing of the application and you will need to schedule another appointment.

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.

Parent's Signature

Date

IMPORTANT INFORMATION

In the Dominican Republic, birth, marriage, divorce and death records are obtained from the local registry office (Oficialia Estado Civil) closest to the place where the event took place. Such documents must then be taken to the central registry office (Oficina Central de Estado Civil) at the electoral commission (Junta Central Electoral) in Santo Domingo to be legalized. Only legalized Dominican civil documents that are signed, stamped and sealed on both sides will be accepted.

The Immigration and Nationality Act (INA) requires that both a blood and a legal relationship exist between the child and the U.S. citizen parent. The burden of proof is on the applicant to establish a claim to U.S. citizenship.