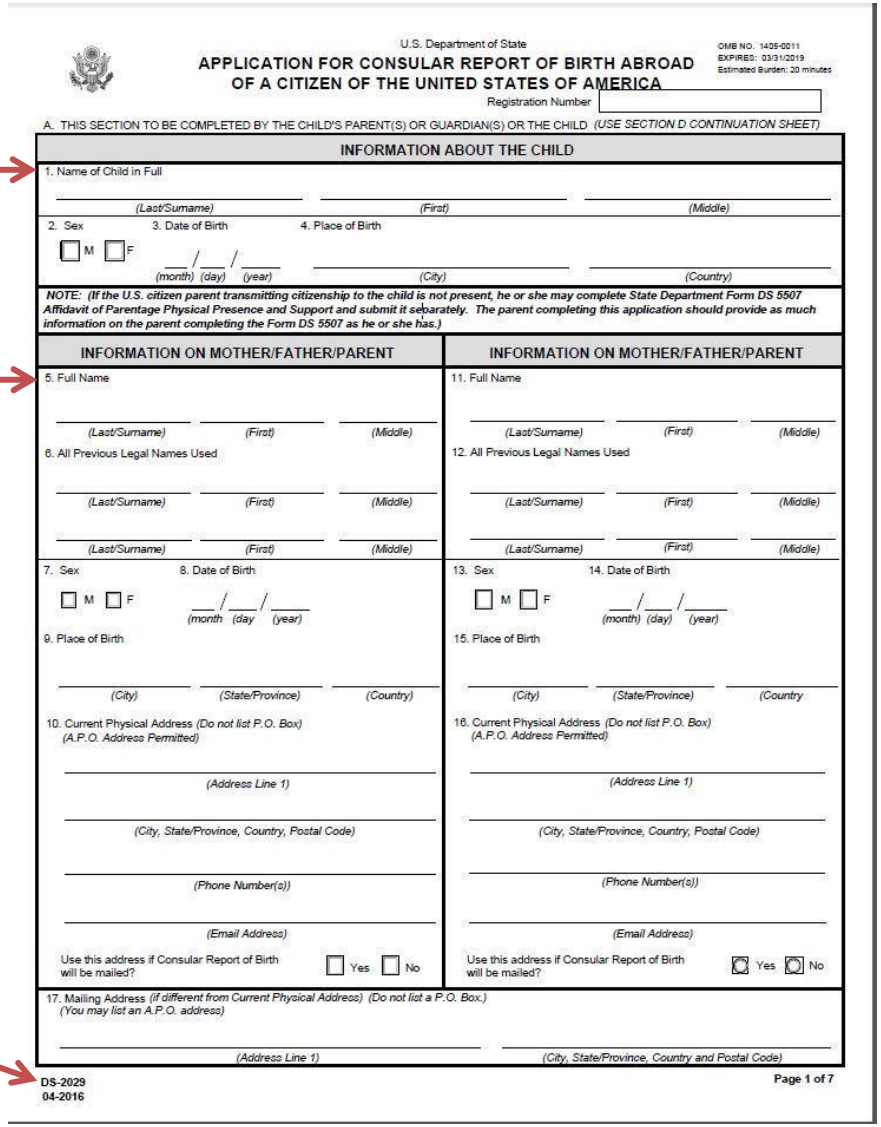
Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

Requirement 1

1. Complete (but unsigned) Application for Consular Report of Birth Abroad form (DS-2029)
2. Provide complete information of your child in section 1 till 4.
3. Provide complete parental information in section 5 till 19
4. Provide marital information in section 20 till 23
5. List in detail the periods and places of the U.S. Citizen parent(s) physical presence and residence in the United States prior to the child's birth. Please be as precise as possible in section 24 of DS-2029. The physical presence in the United States must be at least 5 years or more out of which 2 years must be after the age 14.



U.S. Department of State

OMB NO. 1405-0011
EXPIRES: 03/31/2019
Estimated Burden: 20 minutes

APPLICATION FOR CONSULAR REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA

Registration Number

A. THIS SECTION TO BE COMPLETED BY THE CHILD'S PARENT(S) OR GUARDIAN(S) OR THE CHILD *(USE SECTION D CONTINUATION SHEET)*

INFORMATION ABOUT THE CHILD

1. Name of Child in Full
(Last/Surname) (First) (Middle)

2. Sex ☐ M ☐ F

3. Date of Birth ___ / ___ / ____ (month) (day) (year)

4. Place of Birth (City) (Country)

NOTE: (If the U.S. citizen parent transmitting citizenship to the child is not present, he or she may complete State Department Form DS 5507 Affidavit of Parentage Physical Presence and Support and submit it separately. The parent completing this application should provide as much information on the parent completing the Form DS 5507 as he or she has.)

INFORMATION ON MOTHER/FATHER/PARENT

5. Full Name
(Last/Surname) (First) (Middle)

6. All Previous Legal Names Used
(Last/Surname) (First) (Middle)
(Last/Surname) (First) (Middle)

7. Sex ☐ M ☐ F

8. Date of Birth ___ / ___ / ____ (month) (day) (year)

9. Place of Birth (City) (State/Province) (Country)

10. Current Physical Address *(Do not list P.O. Box)* *(A.P.O. Address Permitted)*
(Address Line 1)
(City, State/Province, Country, Postal Code)
(Phone Number(s))
(Email Address)

Use this address if Consular Report of Birth will be mailed? ☐ Yes ☐ No

INFORMATION ON MOTHER/FATHER/PARENT

11. Full Name
(Last/Surname) (First) (Middle)

12. All Previous Legal Names Used
(Last/Surname) (First) (Middle)
(Last/Surname) (First) (Middle)

13. Sex ☐ M ☐ F

14. Date of Birth ___ / ___ / ____ (month) (day) (year)

15. Place of Birth (City) (State/Province) (Country)

16. Current Physical Address *(Do not list P.O. Box)* *(A.P.O. Address Permitted)*
(Address Line 1)
(City, State/Province, Country, Postal Code)
(Phone Number(s))
(Email Address)

Use this address if Consular Report of Birth will be mailed? ☐ Yes ☐ No

17. Mailing Address *(if different from Current Physical Address)* *(Do not list a P.O. Box.)* *(You may list an A.P.O. address)*
(Address Line 1) (City, State/Province, Country and Postal Code)

DS-2029
04-2016

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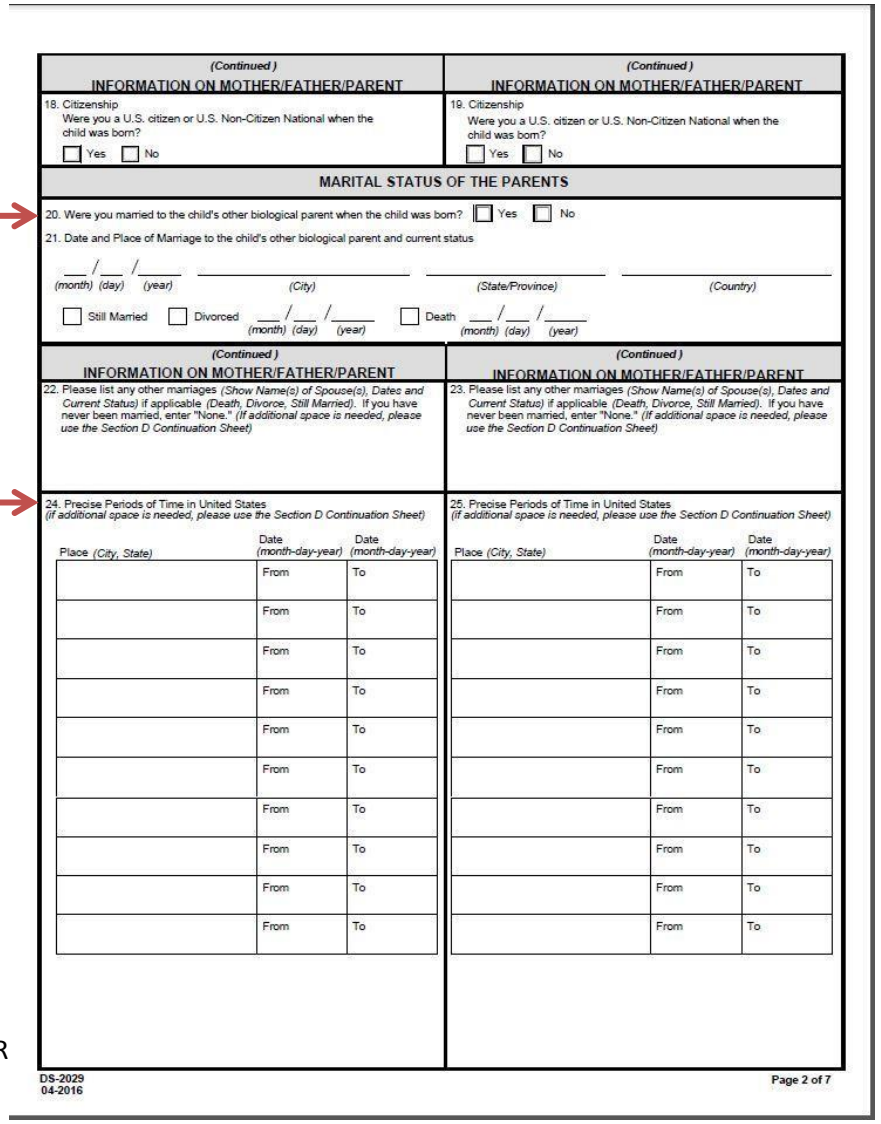

(Continued)
INFORMATION ON MOTHER/FATHER/PARENT

18. Citizenship
Were you a U.S. citizen or U.S. Non-Citizen National when the child was born?
☐ Yes ☐ No

(Continued)
INFORMATION ON MOTHER/FATHER/PARENT

19. Citizenship
Were you a U.S. citizen or U.S. Non-Citizen National when the child was born?
☐ Yes ☐ No

MARITAL STATUS OF THE PARENTS

20. Were you married to the child's other biological parent when the child was born? ☐ Yes ☐ No

21. Date and Place of Marriage to the child's other biological parent and current status
___ / ___ / ____ (month) (day) (year) (City) (State/Province) (Country)
☐ Still Married ☐ Divorced ___ / ___ / ____ (month) (day) (year) ☐ Death ___ / ___ / ____ (month) (day) (year)

(Continued)
INFORMATION ON MOTHER/FATHER/PARENT

22. Please list any other marriages *(Show Name(s) of Spouse(s), Dates and Current Status)* if applicable *(Death, Divorce, Still Married)*. If you have never been married, enter "None." *(If additional space is needed, please use the Section D Continuation Sheet)*

(Continued)
INFORMATION ON MOTHER/FATHER/PARENT

23. Please list any other marriages *(Show Name(s) of Spouse(s), Dates and Current Status)* if applicable *(Death, Divorce, Still Married)*. If you have never been married, enter "None." *(If additional space is needed, please use the Section D Continuation Sheet)*

24. Precise Periods of Time in United States
(if additional space is needed, please use the Section D Continuation Sheet)

Place *(City, State)*	Date *(month-day-year)*	Date *(month-day-year)*
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To

25. Precise Periods of Time in United States
(if additional space is needed, please use the Section D Continuation Sheet)

Place *(City, State)*	Date *(month-day-year)*	Date *(month-day-year)*
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To

DS-2029
04-2016

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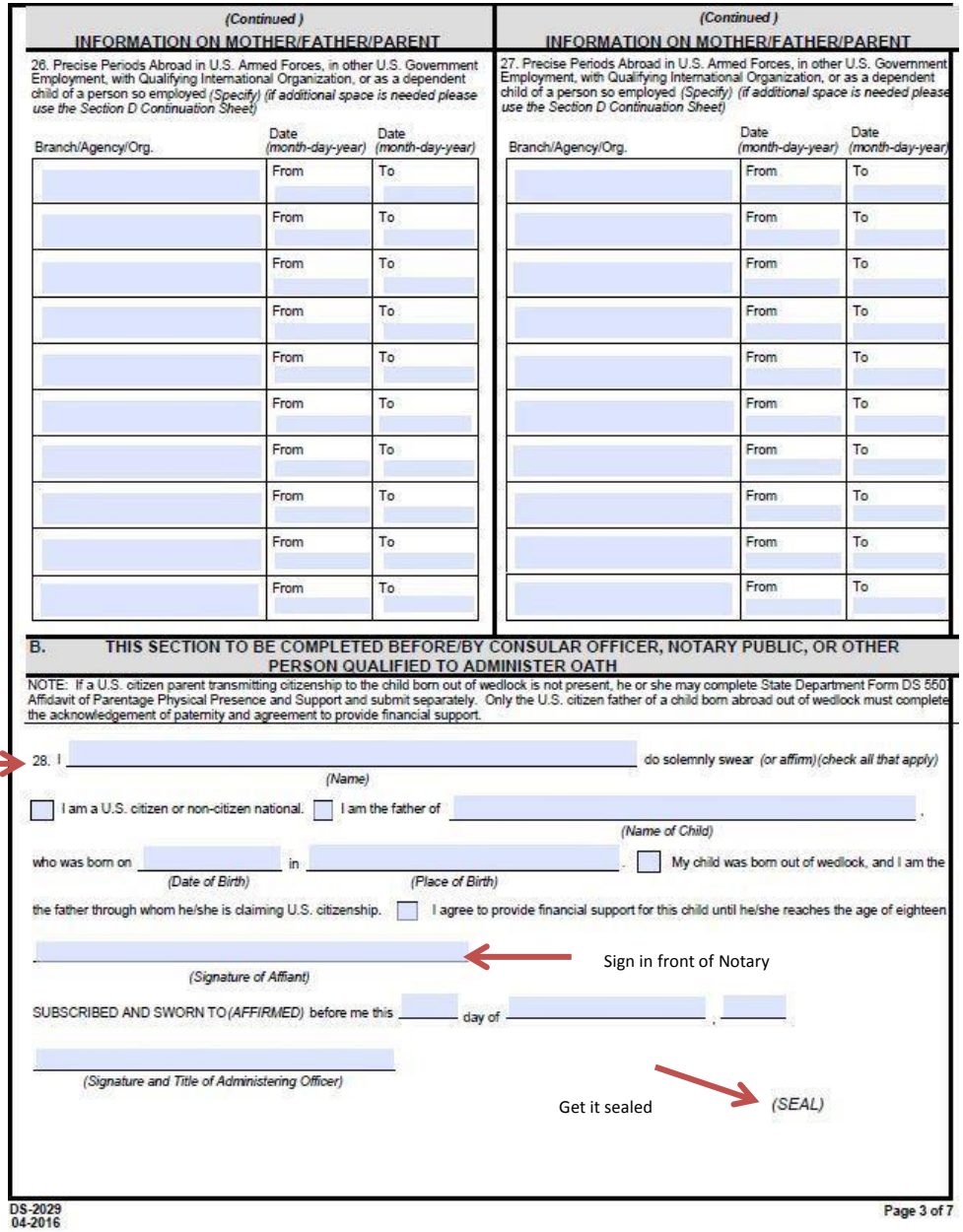
Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

6. If the child is born out of wedlock and U.S. citizen parent(s) is unable to attend the interview, complete and sign section 28 in page 3 in front of Notary public in the U.S. or at U.S. Embassy overseas. A local overseas notary is not acceptable.



(Continued)

INFORMATION ON MOTHER/FATHER/PARENT

26. Precise Periods Abroad in U.S. Armed Forces, in other U.S. Government Employment, with Qualifying International Organization, or as a dependent child of a person so employed *(Specify) (if additional space is needed please use the Section D Continuation Sheet)*

Branch/Agency/Org.	Date *(month-day-year)*	Date *(month-day-year)*
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To

(Continued)

INFORMATION ON MOTHER/FATHER/PARENT

27. Precise Periods Abroad in U.S. Armed Forces, in other U.S. Government Employment, with Qualifying International Organization, or as a dependent child of a person so employed *(Specify) (if additional space is needed please use the Section D Continuation Sheet)*

Branch/Agency/Org.	Date *(month-day-year)*	Date *(month-day-year)*
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To

B. THIS SECTION TO BE COMPLETED BEFORE/BY CONSULAR OFFICER, NOTARY PUBLIC, OR OTHER PERSON QUALIFIED TO ADMINISTER OATH

NOTE: If a U.S. citizen parent transmitting citizenship to the child born out of wedlock is not present, he or she may complete State Department Form DS 5507 Affidavit of Parentage Physical Presence and Support and submit separately. Only the U.S. citizen father of a child born abroad out of wedlock must complete the acknowledgement of paternity and agreement to provide financial support.

28. I _____ do solemnly swear *(or affirm) (check all that apply)*
(Name)

☐ I am a U.S. citizen or non-citizen national. ☐ I am the father of _____.
(Name of Child)

who was born on _____ in _____. ☐ My child was born out of wedlock, and I am the
(Date of Birth) *(Place of Birth)*

the father through whom he/she is claiming U.S. citizenship. ☐ I agree to provide financial support for this child until he/she reaches the age of eighteen

_____ Sign in front of Notary
(Signature of Affiant)

SUBSCRIBED AND SWORN TO *(AFFIRMED)* before me this _____ day of _____, _____

_____
(Signature and Title of Administering Officer)

Get it sealed *(SEAL)*

DS-2029
04-2016

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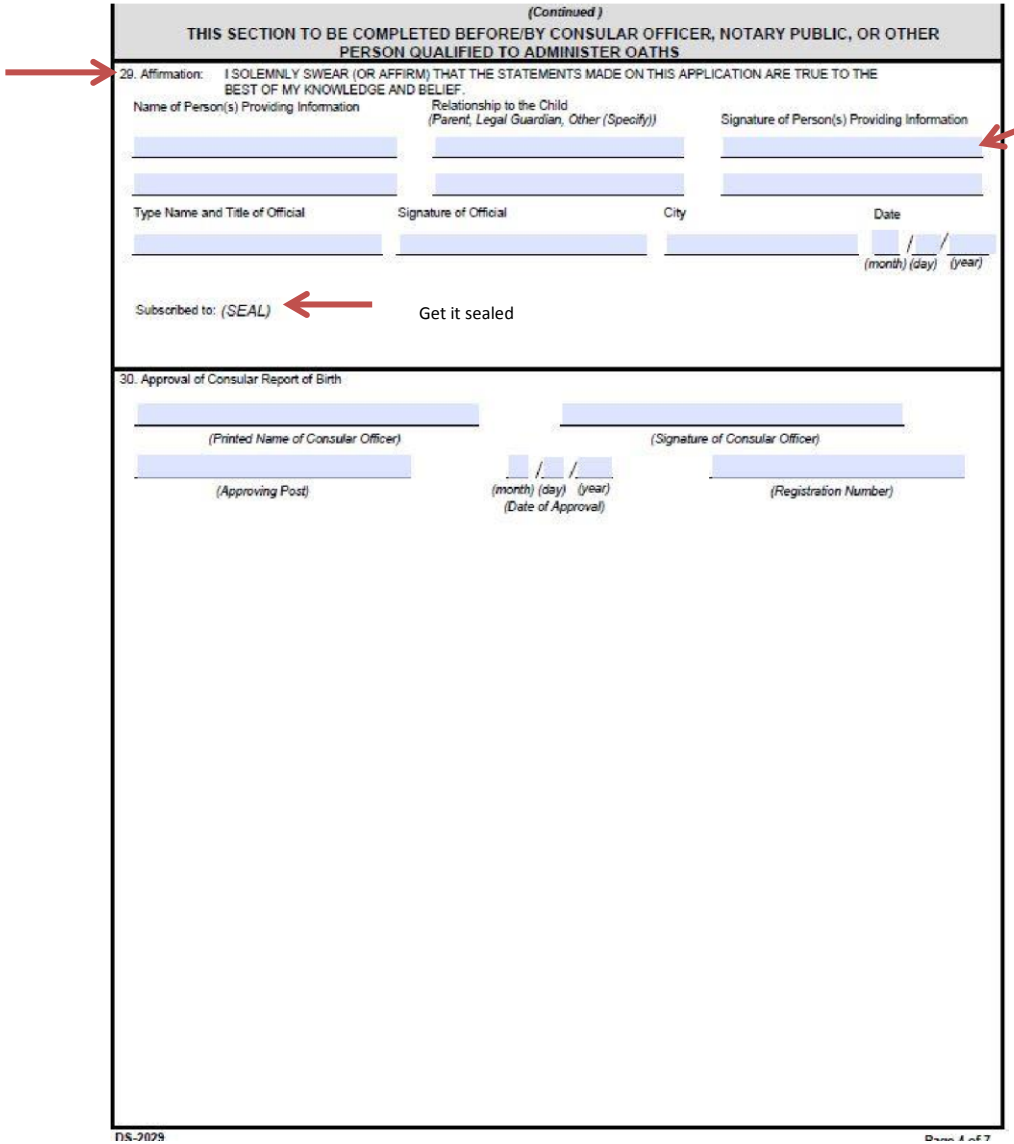
Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

7. If the child is born in wedlock and U.S. citizen parent(s) is unable to attend the interview, complete and sign section 29 in page 4 in front of Notary public in the U.S. or at U.S. Embassy overseas. A local overseas notary is not acceptable.



(Continued)

THIS SECTION TO BE COMPLETED BEFORE/BY CONSULAR OFFICER, NOTARY PUBLIC, OR OTHER PERSON QUALIFIED TO ADMINISTER OATHS

29. Affirmation: I SOLEMNLY SWEAR (OR AFFIRM) THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Name of Person(s) Providing Information | Relationship to the Child (Parent, Legal Guardian, Other (Specify)) | Signature of Person(s) Providing Information

Type Name and Title of Official | Signature of Official | City | Date (month) (day) (year)

Subscribed to: (SEAL)

30. Approval of Consular Report of Birth

(Printed Name of Consular Officer) | (Signature of Consular Officer)

(Approving Post) | (month) (day) (year) (Date of Approval) | (Registration Number)

DS-2029

Sign in front of Notary

Get it sealed

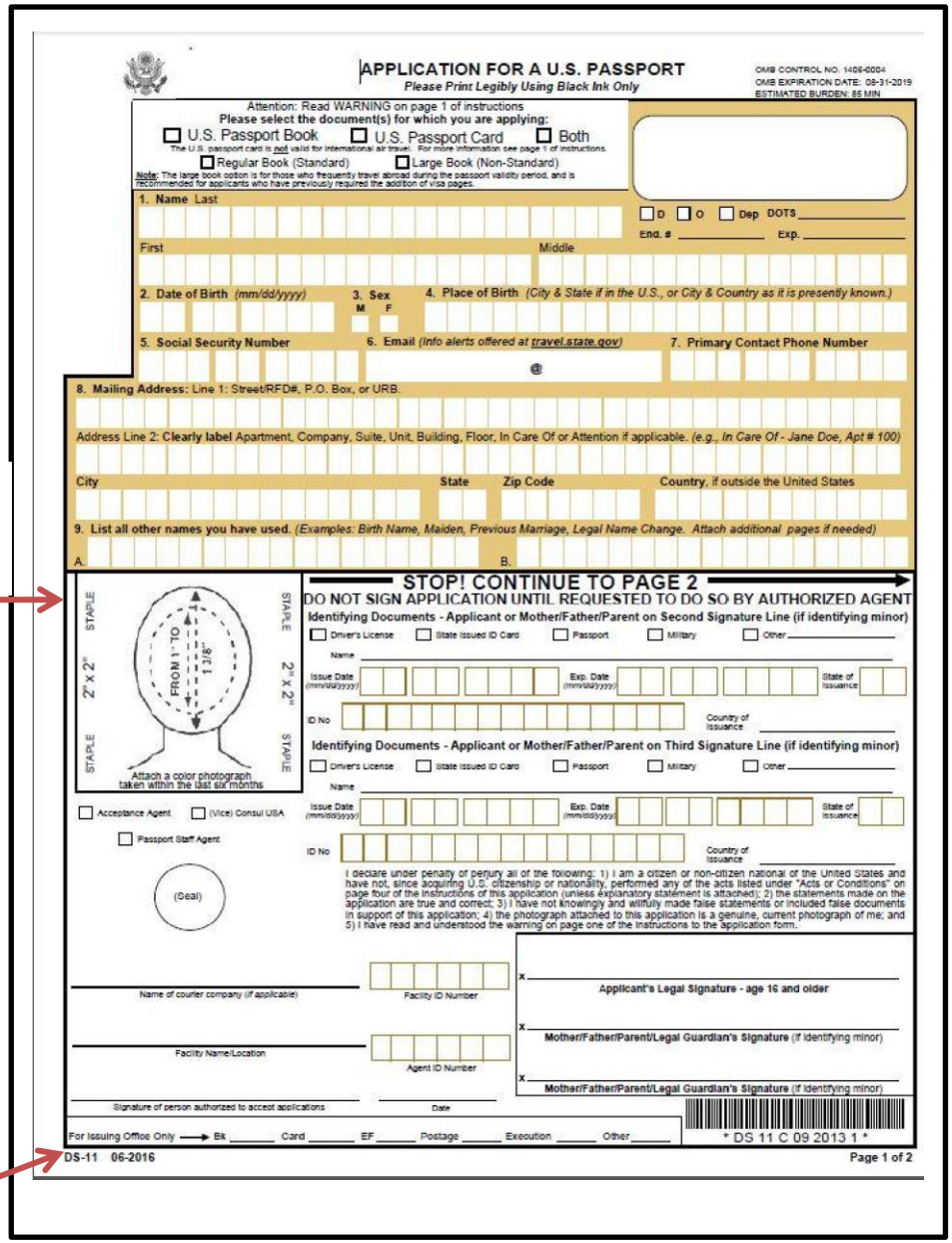
Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

Requirement 2

1. Complete (but unsigned) Application for a U.S. Passport DS-11 form (DS-11)

2*2 inch photo with White background



APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004
OMB EXPIRATION DATE: 08-31-2019
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

☐ U.S. Passport Book ☐ U.S. Passport Card ☐ Both

The U.S. passport card is not valid for international air travel. For more information see page 1 of instructions.

☐ Regular Book (Standard) ☐ Large Book (Non-Standard)

Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last

First Middle

☐ D ☐ O ☐ Dep DOTS

End. # Exp.

2. Date of Birth *(mm/dd/yyyy)* 3. Sex M F 4. Place of Birth *(City & State if in the U.S., or City & Country as it is presently known.)*

5. Social Security Number 6. Email *(Info alerts offered at travel.state.gov)* 7. Primary Contact Phone Number

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.

Address Line 2: **Clearly label** Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. *(e.g., In Care Of - Jane Doe, Apt # 100)*

City State Zip Code Country, if outside the United States

9. List all other names you have used. *(Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)*

A. B.

STAPLE 2" X 2" FROM 1" TO 1 3/8" STAPLE

Attach a color photograph taken within the last six months

STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other

Name

Issue Date (mm/dd/yyyy) Exp. Date (mm/dd/yyyy) State of Issuance

ID No Country of Issuance

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other

Name

Issue Date (mm/dd/yyyy) Exp. Date (mm/dd/yyyy) State of Issuance

ID No Country of Issuance

☐ Acceptance Agent ☐ (Vice) Consul USA

☐ Passport Staff Agent

(Seal)

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

Name of courier company (if applicable) Facility ID Number

Facility Name/Location Agent ID Number

Signature of person authorized to accept applications Date

x Applicant's Legal Signature - age 16 and older

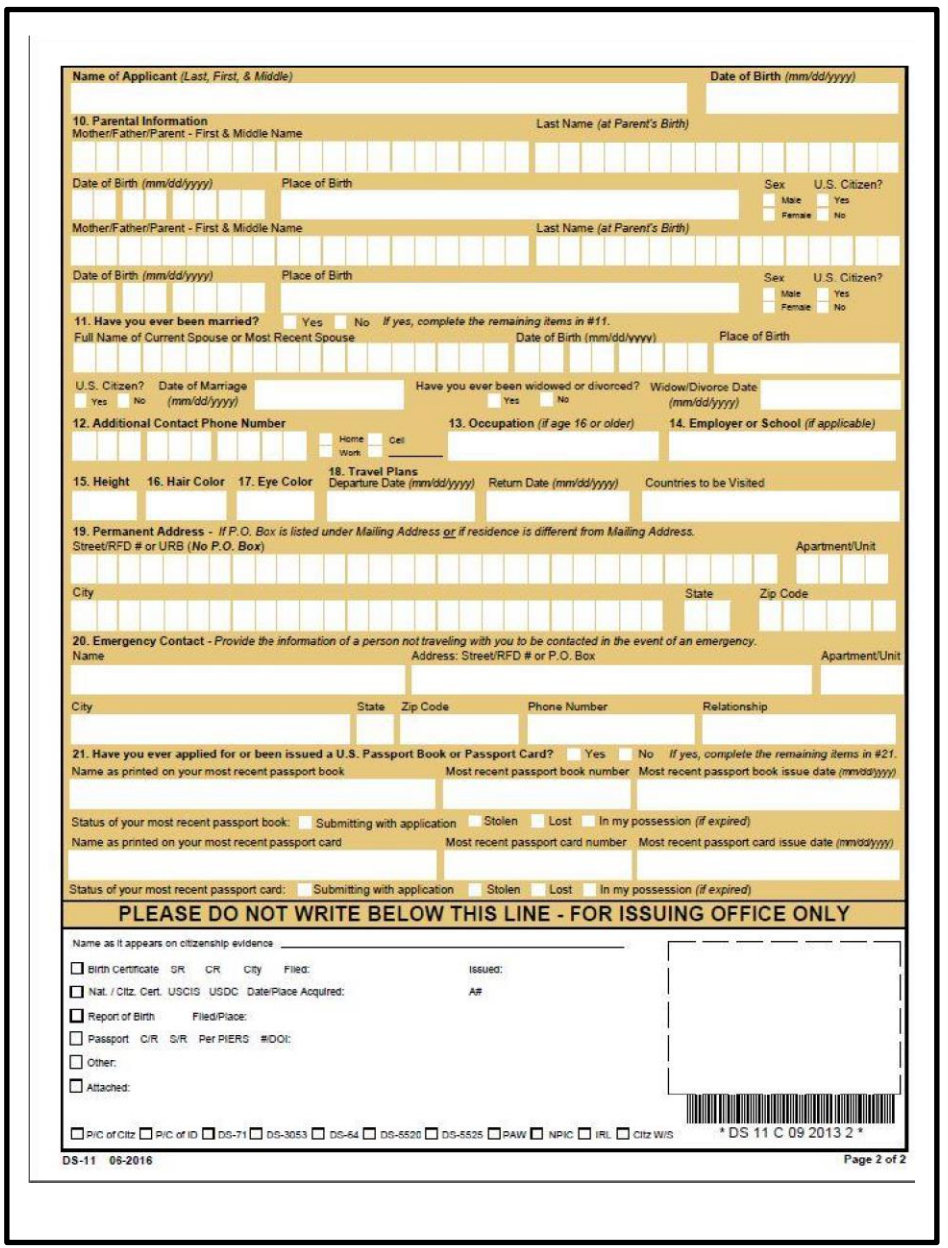
x Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

x Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

For Issuing Office Only → Bk Card EF Postage Execution Other

* DS 11 C 09 2013 1 *

DS-11 06-2016 Page 1 of 2



Name of Applicant *(Last, First, & Middle)* Date of Birth *(mm/dd/yyyy)*

10. Parental Information

Mother/Father/Parent - First & Middle Name Last Name *(at Parent's Birth)*

Date of Birth *(mm/dd/yyyy)* Place of Birth Sex ☐ Male ☐ Female U.S. Citizen? ☐ Yes ☐ No

Mother/Father/Parent - First & Middle Name Last Name *(at Parent's Birth)*

Date of Birth *(mm/dd/yyyy)* Place of Birth Sex ☐ Male ☐ Female U.S. Citizen? ☐ Yes ☐ No

11. Have you ever been married? ☐ Yes ☐ No *If yes, complete the remaining items in #11.*

Full Name of Current Spouse or Most Recent Spouse Date of Birth (mm/dd/yyyy) Place of Birth

U.S. Citizen? ☐ Yes ☐ No Date of Marriage *(mm/dd/yyyy)* Have you ever been widowed or divorced? ☐ Yes ☐ No Widow/Divorce Date *(mm/dd/yyyy)*

12. Additional Contact Phone Number ☐ Home ☐ Work ☐ Cell **13. Occupation** *(if age 16 or older)* **14. Employer or School** *(if applicable)*

15. Height **16. Hair Color** **17. Eye Color** **18. Travel Plans** Departure Date *(mm/dd/yyyy)* Return Date *(mm/dd/yyyy)* Countries to be Visited

19. Permanent Address - *If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.*

Street/RFD # or URB (*No P.O. Box*) Apartment/Unit

City State Zip Code

20. Emergency Contact - *Provide the information of a person not traveling with you to be contacted in the event of an emergency.*

Name Address: Street/RFD # or P.O. Box Apartment/Unit

City State Zip Code Phone Number Relationship

21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? ☐ Yes ☐ No *If yes, complete the remaining items in #21.*

Name as printed on your most recent passport book Most recent passport book number Most recent passport book issue date *(mm/dd/yyyy)*

Status of your most recent passport book: ☐ Submitting with application ☐ Stolen ☐ Lost ☐ In my possession *(if expired)*

Name as printed on your most recent passport card Most recent passport card number Most recent passport card issue date *(mm/dd/yyyy)*

Status of your most recent passport card: ☐ Submitting with application ☐ Stolen ☐ Lost ☐ In my possession *(if expired)*

PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY

Name as it appears on citizenship evidence

☐ Birth Certificate SR CR City Filed: Issued:

☐ Nat. / Citz. Cert. USCIS USDC Date/Place Acquired: A#

☐ Report of Birth Filed/Place:

☐ Passport C/R S/R Per PIERS #DOI:

☐ Other:

☐ Attached:

☐ PIC of Citz ☐ PIC of ID ☐ DS-71 ☐ DS-3053 ☐ DS-64 ☐ DS-5520 ☐ DS-5525 ☐ PAW ☐ NPIC ☐ IRL ☐ Citz W/S

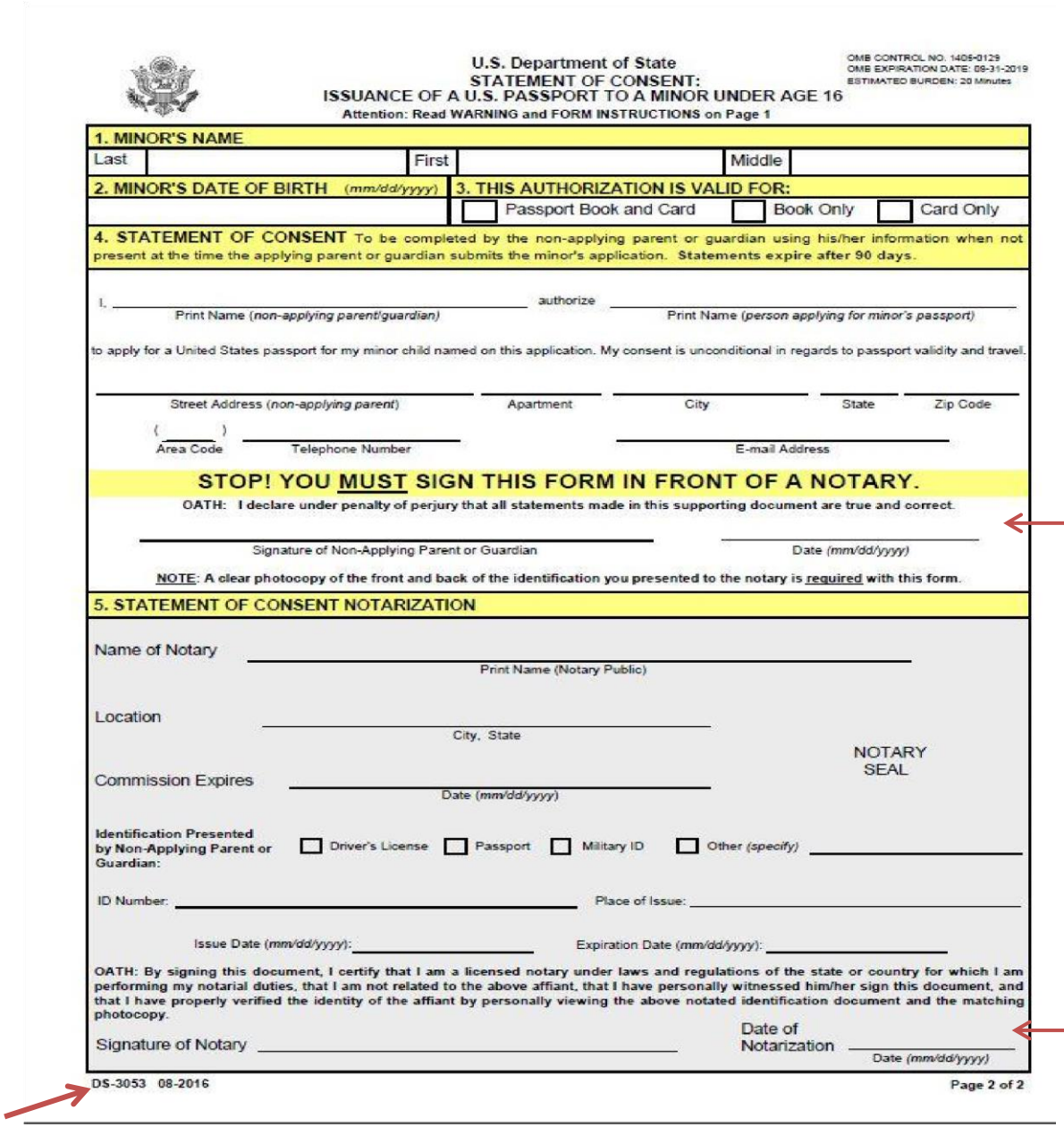
* DS 11 C 09 2013 2 *

DS-11 06-2016 Page 2 of 2

Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

2. If one or both parents are unavailable to attend the appointment in person, he /she must complete DS-3053 Statement of Consent.
3. Sign it in front of a notary public in the U.S. or at the U.S. Embassy. A local overseas notary is not acceptable.
4. Send the original DS-3053 and a photocopy of the government issued photo identification to be presented during the interview.



U.S. Department of State
STATEMENT OF CONSENT:
ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16
Attention: Read WARNING and FORM INSTRUCTIONS on Page 1

OMB CONTROL NO. 1405-0129
OMB EXPIRATION DATE: 09-31-2019
ESTIMATED BURDEN: 20 Minutes

1. MINOR'S NAME
Last | First | Middle

2. MINOR'S DATE OF BIRTH (mm/dd/yyyy)

3. THIS AUTHORIZATION IS VALID FOR:
☐ Passport Book and Card ☐ Book Only ☐ Card Only

4. STATEMENT OF CONSENT To be completed by the non-applying parent or guardian using his/her information when not present at the time the applying parent or guardian submits the minor's application. Statements expire after 90 days.

I, _____ authorize _____
Print Name (non-applying parent/guardian) Print Name (person applying for minor's passport)

to apply for a United States passport for my minor child named on this application. My consent is unconditional in regards to passport validity and travel.

Street Address (non-applying parent) | Apartment | City | State | Zip Code

( ) _____ _____
Area Code Telephone Number E-mail Address

STOP! YOU MUST SIGN THIS FORM IN FRONT OF A NOTARY.

OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.

_____ _____
Signature of Non-Applying Parent or Guardian Date (mm/dd/yyyy)

NOTE: A clear photocopy of the front and back of the identification you presented to the notary is required with this form.

5. STATEMENT OF CONSENT NOTARIZATION

Name of Notary _____
Print Name (Notary Public)

Location _____
City, State

NOTARY SEAL

Commission Expires _____
Date (mm/dd/yyyy)

Identification Presented by Non-Applying Parent or Guardian: ☐ Driver's License ☐ Passport ☐ Military ID ☐ Other (specify) _____

ID Number: _____ Place of Issue: _____

Issue Date (mm/dd/yyyy): _____ Expiration Date (mm/dd/yyyy): _____

OATH: By signing this document, I certify that I am a licensed notary under laws and regulations of the state or country for which I am performing my notarial duties, that I am not related to the above affiant, that I have personally witnessed him/her sign this document, and that I have properly verified the identity of the affiant by personally viewing the above notated identification document and the matching photocopy.

Signature of Notary _____ Date of Notarization _____
Date (mm/dd/yyyy)

DS-3053 08-2016 Page 2 of 2

Dates must match

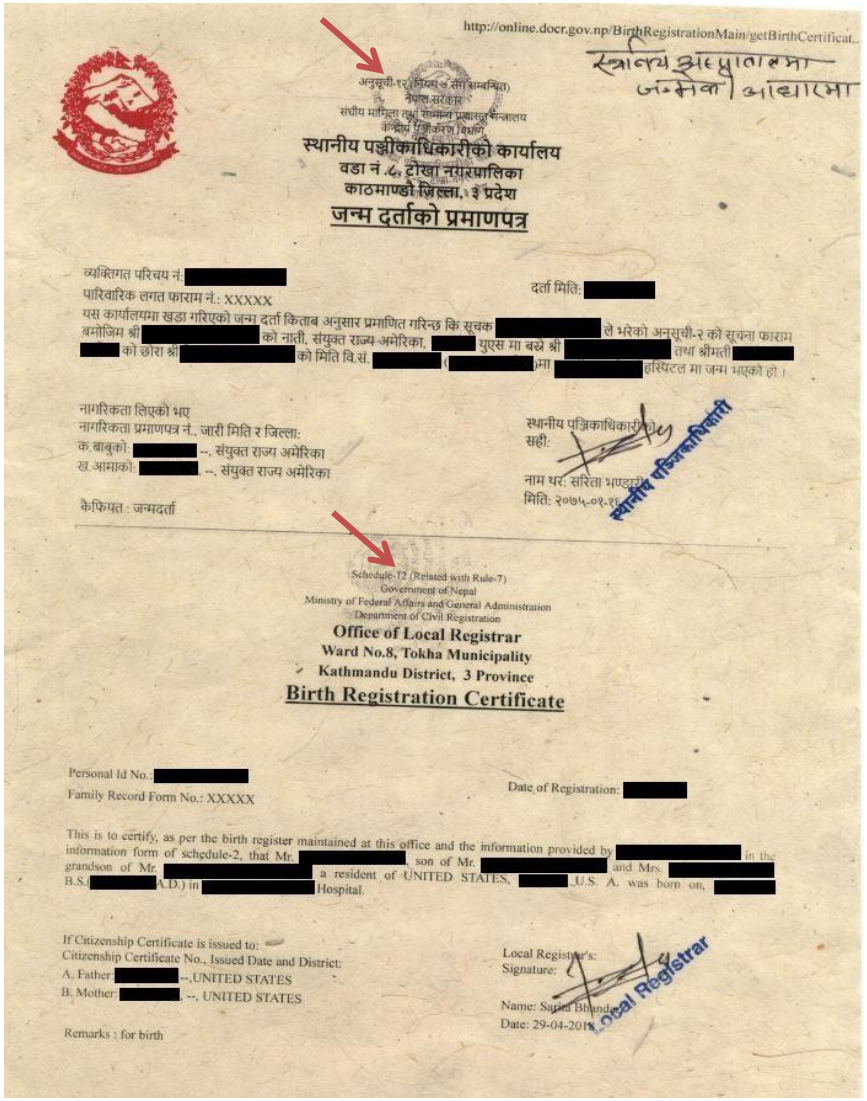
Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

Requirement 3

1. Child's **<u>original hospital birth certificate</u>** and **<u>original Schedule 12 Birth Registration Certificate</u>** issued by the local registrar in each ward office in the Municipality or in the Village Development Committee. Note: Hospital-issued birth certificate differs from hospital to hospital. In the event of difficulty obtaining Schedule 12 certificate from VDC or Ward office, parents are suggested to apply at Kathmandu Metropolitan City office.

Schedule 12 Local Birth Registration Certificate



Hospital issued Birth Certificate

Pictorial Checklist to Complete Consular Report of Birth Abroad Application

December 2018

Requirement 4

1. Both Parent's original Photo id as proof of identity and citizenship (any one from below):
    a. Passport (mostly preferred)
    b. Naturalization Certificate
    c. Original Citizenship card and its English translated copy
2. Other Documents:
    a. One recent color photograph (2 inches by 2 inches) with white background
    b. Parent's original marriage certificate (if applicable)
    c. Divorce decree/death certificates for any previous marriages (if applicable)
    d. Court Orders (if applicable)

If additional documentation is required while adjudicating application, it will be requested during the interview. Additional documentation must be received **within ninety (90) days from the day application was submitted.** If the information is not received or is insufficient to establish entitlement to a U.S. citizenship document, the application may be denied and the original documents will be returned. By law, the passport execution and application fees are non-refundable and payable by U.S. credit card, U.S. cash, or Nepalese rupees.

$100 Consular Report of Birth Abroad application fee.

$115 passport application fee.