



REPORTING THE BIRTH OF A CHILD IN SPAIN TO U.S. CITIZENS

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.

- 1. Completed DS-2029 "Application for Consular Report of Birth".
DO NOT SIGN!
- 2. Completed Form DS 11 "Application for a U.S. Passport". DO NOT SIGN!
- 3. Completed Form SS-5 "Application for a Social Security Card". This application **MUST** be signed by the parent who is the U.S. Citizen
- 4. Child's Spanish Birth Certificate - "*Certificado Literal de Nacimiento*". Provide original document.
- 5. Parents' Marriage Certificate. Provide original document and one copy. Provide translation if the document is foreign
- 6. Divorce Decrees/Death Certificates. If applicable. Provide one copy.
- 7. Evidence of parent's U.S. citizenship. i.e. U.S. Passport or Naturalization Certificate. Provide original documents and one copy.
- 8. Evidence of physical presence. History of Assignments for military sponsor. Provide one copy.
- 9. Identification document for both Parents. Military and dependent ID. Copies of the front and back of the ID on the same page. Provide original document and one copy.
- 10. Application Fee - Consular Report of Birth is \$100. Child Tourist Passport (15 and below) is \$105. SSN is FREE. Accepted Payment Methods are: Money Order only. **DO NOT FILL OUT**
- 11. One Passport Size Photo (2x2). Passport photos can also be taken at the NEX Photo Lab.

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.

Date Signature of Parent

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

