



## Checklist for Consular Report of Birth Abroad (CRBA) and U.S. Passport

**To schedule an appointment for a Consular Report of Birth Abroad, mail in items #1 –5 below and a copy of this checklist with your initials in the box for each document submitted.** We will review them for completeness and email you to schedule an appointment. **Please note that if items #1-5 are not submitted or not completed correctly, an appointment will NOT be scheduled.** Additional documentation may be requested.

**MAILING ADDRESS:** American Embassy, Passport & Citizenship Unit, 91 Vas. Sofias Ave., 10160 Athens

**On the day of your appointment, both the child and the parents must be present.**

Documents not in English or Greek, must be officially translated by the [Greek Ministry of Foreign Affairs \(MFA\) Translation Office](#).

Child's Name:	Child's Date of Birth
Parent(s) Names	Parent(s) Email Address(es)

**NOTE: If items #1-5 are not submitted or not completed correctly, an appointment will NOT be scheduled.**

### STEP 1 - Please mail by courier or registered mail:

1. Completed [form DS-11](#) and [form DS-2029](#) completed electronically. Do not sign.
2. Original birth certificate issued by the Greek Registrar's Office (Lixiarchio) with blue stamp, bearing the child's FULL NAME. Certificates from municipalities or without the child's first name are NOT acceptable.
3. If married in Greece, original marriage certificate from the Registrar's office (Lixiarhiki Praxi Gamou). If married in the U.S., a copy of your civil marriage certificate. Church certificates are NOT acceptable. If married outside Greece or the U.S., a copy of your civil marriage certificate and a translation from the Greek MFA, if the document is not in English or Greek.
4. If previously married, copies of civil divorce decree(s) or death certificate for all previous marriages.
5. Copies of latest passport/identification document of both parents and the child, if 12 years or older.

### STEP 2 - On the day of your appointment please bring:

6. **Originals** of items #4-5 (as well as originals of items #2-3 if not already submitted by mail in STEP 1).
7. If one parent is unable to attend the interview, a notarized consent [form DS-3053](#) executed within 90 days by the non-appearing parent consenting to the issuance of a passport. The consent form must be in English, executed in the presence of a certified U.S. notary Public, a Greek Police Officer or at a KEP office.
8. Completed and signed application for a Social Security Card [SS-5-FS](#) and the [Social Security Declaration](#).
9. Proof of physical presence in the United States of the U.S. citizen parent(s) that covers the total time required under law to transmit citizenship. (Please refer to our website for details [on physical presence transmission of citizenship requirements](#).) Examples include, but are not limited to: official school transcripts, vaccination or other medical reports, employment/income records (including W-2 salary forms), Social Security income statements, tax records, passports with entry/exit stamps or CBP record of travel in/out of the U.S.
10. Copy of Consular Report of Birth Abroad for any other children (if applicable).
11. Two recent color photos of the child - (2x2 inch/5x5cm) with a white background, without eyeglasses.
12. Prenatal records and/or other evidence of pregnancy/blood relationship. For example, medical test results, ultrasounds with date and mother's name, pictures during pregnancy/after birth, hospital discharge documents. NOTE: For Assisted Reproductive Technology (ART), parents should also submit records detailing the method/procedure done, including documents relating to sperm/egg collection, fertilization, embryo transfer and the contract signed with the clinic which performed the IVF.
13. The application fee is payable in cash (Euros and USD) or by credit cards. Personal checks are not accepted. The application fees are non-refundable.