



**Checklist for a Report of Birth Abroad:
One Parent *Not* an American Citizen**

Unless marked otherwise, all of the following items are **REQUIRED**. If you do not have all of the required items, we will **NOT** accept your application, and you should return at another time.* The American Citizen Parent **MUST** be present at time of application in all cases.

Item 1: COMPLETED REPORT OF BIRTH APPLICATION (BOXES 1 – 15)

Item 2: CHILD’S ORIGINAL BIRTH CERTIFICATE and PHOTOCOPY

- a. If the child’s Birth Certificate is in both English and Hebrew/Arabic: Be sure that the name is spelled -- in English -- exactly how you want it to be spelled on the child’s Report of Birth Abroad. We must go by the spelling as it is presented in English.
- b. If the child’s Birth Certificate is in Hebrew/Arabic language only: If not already translated, please use the provided translation form.

Note: Parents’ names (and child’s name) must appear on the birth certificate **EXACTLY** as they appear on the citizenship and identity documents provided. If not a name change document (see ITEM 5) is required.

Item 3: PROOF OF AMERICAN CITIZEN PARENT’S U.S. CITIZENSHIP and PHOTOCOPY

Only acceptable proof (must have been issued prior to the child’s birth):

- U.S. Passport;
- U.S. Birth Certificate;
- Naturalization/ Citizenship Certificate; or
- Report of Birth Abroad.

Item 4: EVIDENCE OF THE NON-AMERICAN CITIZEN PARENT’S CITIZENSHIP and PHOTOCOPY

Foreign Passport or Israeli/Palestinian Identification.

Item 5: DOCUMENTS PROVING NAME CHANGE and PHOTOCOPY (IF APPLICABLE)

Parents’ and child’s names must match exactly the names on the citizenship and identity documents provided. If not, you must prove the name change via one of the following items:

- Marriage Certificate or Court Order;
- Name Change Certificate issued by a government authority; and/or
- Previous child’s Report of Birth Abroad that lists ‘AKAs’

Continued

(List continued on opposite side)

Item 6: THE FOLLOWING THREE ITEMS:

- 1) Proof of the American Parent's Physical Presence in the U.S.
 - a. If your child was born *before* November 14, 1986, the American parent must prove that he/she resided in the U.S. for a total of ten (10) years prior to the birth of the child; at least five (5) of those years must have been after the age of 14.
 - b. If your child was born *after* November 14, 1986, the American parent must prove that he or she resided in the U.S. for a total of five (5) years prior to the birth of the child, at least two (2) of those years after the age of 14.

Documents that are **usually** accepted as primary evidence include:

- **original** school transcripts or report cards from **public** schools (sealed and signed by the registrar). **Transcripts from private schools must be accompanied a 501(c)(3) letter from the Internal Revenue Service** to prove school's registration with state in which it is located; and
- certified tax returns **stamped by the IRS** or original W-2 Forms.

U.S. passports bearing entry and exit stamps are accepted as secondary evidence. Letters and diplomas from schools and/or employers are **not** accepted.

- 2) Parents' original marriage certificate (if parents are married) and a photocopy: If the Marriage Certificate is in Hebrew/Arabic please use the translation form provided.
- 3) Divorce or Death Certificate (if applicable) and a photocopy: If either/both parent(s) had a previous marriage, you must submit evidence of how the marriage was terminated (i.e., original or certified copy of the death/divorce certificate).

Item 7: REPORT OF BIRTH ABROAD FROM A PREVIOUS CHILD LISTING THE SAME PARENTS and PHOTOCOPY. In cases where a previous child has been registered, parents should present the documentation of physical presence used to apply for the previous Report of Birth Abroad.

Item 8: PAYMENT – \$65

Payment can be made in dollars, shekels or by American Express, Visa, MasterCard, Diner's and Novus/Discover cards. Personal checks, money orders or other credit cards are **not accepted**. Please have exact change. Photocopies will cost \$1.

REPORT OF BIRTH RETURN

Supply a **registered**, self-addressed, **stamped** envelope (for registered mail) or complete an envelope upon arrival at the Consulate General for a courier service that will deliver your documents directly to your chosen address.

(List continued on opposite side)