



CONSULAR REPORT OF BIRTH ABROAD

The Consular Section of the U.S. Embassy, Dhaka would like to congratulate you on the birth of your child. A Consular Report of Birth Abroad constitutes official evidence of citizenship for persons who were born abroad to at least one U.S. citizen parent and thereby acquired citizenship at birth. Please follow these instructions in submitting your application for a Consular Report of Birth Abroad for your child.

Appointments

To schedule an appointment to apply for a Consular Report of Birth Abroad, please contact the American Citizens Services Unit of the U.S. Embassy, Dhaka. Appointments can be scheduled by telephone at 880-2-882-3805 or by email at DhakaACS@state.gov. While only one parent needs to be present to apply for a Consular Report of Birth Abroad, if you also plan to apply for a United States Passport for your child, both parents must be present. The child must also be present.

Required Documentation

Please bring all of the following documentation with you to your Consular Report of Birth Abroad appointment. Complete documentation will allow us to more quickly process your application and will minimize or eliminate the need for repeat visits for documentary purposes. Please use the following as a checklist to ensure that you have all required materials. The forms required are available online at: <http://www.state.gov/m/a/dir/forms/>

- Completed DS-2029: Application for Consular Report of Birth Abroad for a Citizen of the United States of America**
Please do NOT sign this form. You will sign the application in front of an authorized official at U.S. Embassy, Dhaka. Please complete all required items (numbered 1 – 15) for BOTH parents, do NOT leave any items blank. If you believe an item does not apply to you, please write the abbreviation “N/A”. The back of the form has additional instructions.
- Completed DS-11: Application for United States Passport (only if applicable)**
Please do NOT sign this form. You will sign the application in front of an authorized official at U.S. Embassy, Dhaka. Please complete only the required items (numbered 1 – 22); do NOT leave any items blank. The back of the form has additional instructions. This form is only required if you plan to apply for a United States Passport.
- Completed DS-3053: Parental Consent Form (only if applicable)**
U.S. Embassy, Dhaka recommends that both parents be present for the Consular Report of Birth Abroad appointment. Both parents must be present in order to apply for a U.S. passport for their child. If one parent is limited with regards to their time in Bangladesh, please contact the American Citizens Services Unit as soon as possible (DhakaACS@state.gov). We will do our best to accommodate your limited stay. If one parent is unavoidably outside of Bangladesh, a notarized Parental Consent Form must be completed by the parent who is unable to appear.
- Passport Photos**
Two identical, color passport photos of the child are required. The photos must be 2 inches by 2 inches (2in X 2in) in size, with a white background ONLY. The photos must NOT be retouched, and should have a full frontal view of the child’s face, including their ears, with no makeup and no head coverings. Photos that are retouched, or appear to be retouched, will not be accepted.



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Proof of Citizenship for the United States Citizen Parent

The U.S. citizen parent intending to transmit citizenship to the child must provide their U.S. Passport as well as, if applicable, their Certificate of Naturalization. If the U.S. citizen parent is not in Bangladesh, notarized copies of all pages of the U.S. passport and the original Certificate of Naturalization must be submitted.

Parental Identification

Both parents should bring proof of their identity, either a passport or other government issued identification document that includes a picture. If one parent is unavoidably unable to be present, a notarized certified true copy of the identification document may be submitted.

Birth Certificate for the Minor Child

You must submit the original birth certificate from the Registrar of Births and Deaths. Birth certificates that are issued by a hospital or other medical institution will NOT be accepted.

Documentation of Parent's Marriage (if applicable)

If the marriage took place in Bangladesh, please submit the original marriage contract (Nikah Nama) and Marriage Certificate (in Bangla, with a translated English copy) for a Muslim marriage. For a Hindu marriage in Bangladesh please submit the original affidavit from the priest performing the ceremony, as well as the Marriage Certificate (in Bangla, with a translated English copy). If the marriage took place in the U.S. or another country, please submit the original marriage document, and an English translation thereof, if applicable.

Proof of Termination of Parents' Prior Marriage(s) (if applicable)

If the death or divorce occurred in Bangladesh, the original death certificate or Talak Nama must be submitted (in Bangla, with an English translation). If the death or divorce occurred in the U.S. or another country, the original death or divorce certificate must be submitted, as well as an English translation thereof, if applicable.

Evidence of Physical Presence in the United States

In the event that the child has one U.S. citizen and one alien parent, proof of the U.S. citizen parent's physical presence (number of days that the U.S. citizen parent was demonstrably IN the United States) may be required. The best way to establish this proof is to submit the original passports documenting entry and exits to all countries visited. Pay stubs, transcripts from educational institutions (NOT diplomas), and medical records may also be helpful in establishing physical presence.

Fees

The processing fee for a Consular Report of Birth Abroad application is \$65, and the processing fee for a U.S. Passport application is \$85. Fees must be paid in cash, and are payable either in United States Dollars or in Bangladeshi Taka. Please note, the fee for the U.S. passport will not be collected until the application for a Consular Report of Birth Abroad has been adjudicated. If the application for a Consular Report of Birth Abroad is denied, the application for a U.S. passport will not be adjudicated.

Additional Information

No additional information is required; however, please feel free to bring additional documentation if you feel it would be pertinent to the adjudication of your application.