



U.S. EMBASSY RANGOON CONSULAR REPORT OF BIRTH ABROAD CHECKLIST

To make an appointment for Consular Report of Birth Abroad (CRBA) services, parents must send an email to: ACSRangoon@state.gov. We will ask you to submit all required forms and documents ahead of your appointment. When you come for your appointment, the child and at least one parent must appear in person at the appointment. At your appointment, you must provide all original documents.

DOCUMENTS TO BE SCANNED AND SUBMITTED BY EMAIL BEFORE APPOINTMENT:

The following items must be scanned and submitted electronically prior to receiving an appointment:

- Completed (but not signed) application for CRBA, form DS-2029
- Child's original birth certificate, with a notarized English translation
- The biographic information page of both parents' passports
- Proof of parent(s) U.S. Citizenship, such as U.S. passport, naturalization certificate, etc.
- Proof of relationship between parents, such as the original marriage certificate and divorce or death certificates for previous marriages. Burmese language documents must be accompanied by notarized English translations

To apply for a passport for the child, please also submit the following:

- Completed (but not signed) application for U.S. Passport, form DS-11

DOCUMENTS TO BE BROUGHT TO THE APPOINTMENT:

- Original of all scanned forms/documents in the checklist above
- Proof of relationship between the parents and the child, such as documentary evidence of mother's pregnancy, evidence of couple's relationship prior to the conception of child, etc.
- Proof of parent(s) physical presence in the U.S. prior to child's birth – Examples: previous passport pages showing international travel, tax records, academic transcripts, employment records, medical records, military records, etc.
- CRBA Fee: Application fee (\$100 USD, only cash accepted)

To apply for a passport for the child, please also bring the following:

- Valid identification document of both parents (passports, driver's licenses, etc.)
- One (1) passport photo: 2" X 2" on a white background, taken within the last 6 months
- U.S. Passport Fee: Application fee (\$115 USD, only cash accepted)
- If one parent is unable to appear in person, signed, notarized *Statement of Consent Form DS-3053* and a copy of the front and back side of the absent parent's passport/photo identity as checked in the DS-3053 form. This form is only valid for 90 days after date of signature.

Generally, immediate family members may accompany passport or CRBA applicants to their appointment interviews at a U.S. embassy or consulate, and all minor children must be accompanied by a parent or guardian. Passport or CRBA applicants also have the option of being accompanied by an attorney at their appointment interview. Attendance by any third party, including an attorney, accompanying an applicant is

subject to the following parameters designed to ensure an orderly appointment interview process and to maintain the integrity of the adjudication of the application(s):

- o Given space limitations in the consular section, not more than one attendee at a time will be allowed to accompany an applicant (or the applicant's parent or guardian if the applicant is a minor).
- o Attendance by an attorney does not excuse the applicant and/or the minor applicant's parent or guardian from attending the appointment interview in person.
- o The manner in which a passport or CRBA appointment interview is conducted, and the scope and nature of the inquiry, shall at all times be at the discretion of the consular officer, following applicable Departmental guidance.
- o It is expected that attorneys will provide their clients with relevant legal advice prior to, rather than at, the appointment interview, and will advise their clients prior to the appointment interview that the client will participate in the appointment interview with minimal assistance.
- o Attorneys may not engage in any form of legal argumentation during the appointment interview and before the consular officer.
- o Attendees other than a parent or guardian accompanying a minor child may not answer a consular officer's question on behalf or in lieu of an applicant, nor may they summarize, correct, or attempt to clarify an applicant's response, or interrupt or interfere with an applicant's responses to a consular officer's questions.
- o To the extent that an applicant does not understand a question, s/he should seek clarification from the consular officer directly.
- o The consular officer has sole discretion to determine the appropriate language(s) for communication with the applicant, based on the facility of both officer and applicant and the manner and form that best facilitate communication between the consular officer and the applicant. Attendees may not demand that communications take place in a particular language solely for the benefit of the attendee. Nor may attendees object to or insist on the participation of an interpreter in the appointment interview, to the qualifications of any interpreter, or to the manner or substance of any translation.
- o No attendee may coach or instruct applicants as to how to answer a consular officer's question.
- o Attendees may not object to a consular officer's question on any ground (including that the attendee regards the question to be inappropriate, irrelevant, or adversarial), or instruct the applicant not to answer a consular officer's question. Attendees may not interfere in any manner with the consular officer's ability to conduct all inquiries and fact-finding necessary to exercise his or her responsibilities to adjudicate the application.
- o During a passport or CRBA appointment interview, attendees may not discuss or inquire about other applications.
- o Attendees may take written notes, but may not otherwise record the appointment interviews.
- o Attendees may not engage in any other conduct that materially disrupts the appointment interview. For example, they may not yell at or otherwise attempt to intimidate or abuse a consular officer or staff, and they may not engage in any conduct that threatens U.S. national security or the security of the embassy or its personnel. Attendees must follow all security policies of the Department of State and the U.S. embassy or consulate where the appointment interview takes place.

Attendees may not engage in any conduct that violates this policy and/or otherwise materially disrupts the appointment interview. Failure to observe these parameters will result in a warning to the attendee and, if ignored, the attendee may be asked to leave the appointment interview and/or the premises, as appropriate. It would then be the applicant's choice whether to continue the appointment interview without the attendee present, subject to the consular officer's discretion to terminate the appointment interview. The safety and privacy of all applicants awaiting consular services, as well as of consular and embassy personnel, is of paramount consideration.