

⇒ IMPORTANT ⇐

Please use this checklist below to ensure you are prepared for your appointment.

Customers who are not fully prepared upon arrival at the appointment will be **re-scheduled for another day with no exceptions.**

Checklist CRBA application (surrogacy)

- ☐ DS-2029 (page 1 & 2 filled out online and all 5 pages printed (see link)
- ☐ Passport of US parent(s) and a photo ID or foreign passport of non-US parent + photocopies
- ☐ ID of surrogate + photocopy
- ☐ Child's original birth certificate + photocopy
- ☐ Surrogacy documents in original + photocopies
- ☐ Prenatal records + photocopies
- ☐ Evidence of US citizen parent's physical presence in the U.S. + photocopies
- ☐ Parents' marriage certificate + photocopy (if applicable)
- ☐ Parents' divorce decree(s) + photocopy (if applicable)
- ☐ FedEx or UPS shipping envelope with label. (instructions attached)
- ☐ Cash or Credit Card to cover US\$100 fee - Don't pay online!

Checklist Passport Book Application (surrogacy)

- ☐ DS-11 (filled out online and 2 pages printed - with barcode. See link)
- ☐ 5 cm x 5 cm US-size passport picture of child
- ☐ Passport of US biological parent + photocopy^a
- ☐ ID of surrogate + photocopy^a
- ☐ Child's original birth certificate + photocopy^a
- ☐ Declaration of not having SS# (attached – please print, complete and bring to appointment)
- ☐ Cash or Credit Card to cover US\$135 fee - Don't pay online!

^a We need separate photocopies if you are applying for the passport.

* All original documents will be returned to you during the interview.

** Don't sign any forms until you are in front of our Consular Officer.