CRBA Interview Checklist – U.S. Embassy Addis Ababa

After submitting your CRBA application and receiving an appointment, you must bring the following documents:

1. **Original birth certificate of the child** and one photocopy. If the birth certificate is not in English, an English translation is required.
2. **U.S. Naturalization Certificate** of the U.S. citizen parent and one photocopy.
3. Copy of the biographic page of the U.S. citizen parent's U.S. passport (page showing name, photo, and date of birth).
4. The non-U.S. citizen parent (mostly the mother) must provide:
    - Original Ethiopian passport or Kebele ID card and one photocopy.
    - If the ID is not in English, an English translation is required.
    - Fayda ID (National Identification Card) may also be used.
5. If the child was born within a marriage, provide:
    - Original marriage certificate.
    - English translation if the certificate is not in English.
6. If the U.S. citizen parent was previously married:
    - Divorce decree, or
    - Death certificate of the former spouse if deceased.
7. **Proof of the relationship between the parents**, including:

    From the mother's side:

    - Prenatal care records.
    - Hospital payment receipts related to pregnancy or childbirth.
    - Ultrasound/sonogram records.
    - Birth notification issued by the hospital.
    - Child vaccination records showing the child's name and both parents' names.

    From the U.S. citizen parent's side:

    - Copies of passport entry and exit stamps to Ethiopia.
    - Money transfer receipts sent to the spouse or child's mother.
    - Telegram, WhatsApp, or Messenger chat history.
    - Evidence of joint property ownership or joint bank accounts (if married).
    - Photographs, including:
        - Wedding photos.
        - Honeymoon photos.
        - Photos taken before pregnancy.
        - Photos during pregnancy.
        - Photos during childbirth.
        - Photos after childbirth.
        - Photos of the U.S. citizen parent with the child.

8. **Proof of Five Years Physical Presence in the United States before the child's birth.**

   Acceptable evidence includes:

   - W-2 forms (employees).
   - 1099 forms (self-employed individuals).
   - School records, transcripts, certificates, tuition receipts.
   - Lease agreements.
   - Mortgage documents.
   - Property tax records.
   - Employment verification letters.
   - Pay stubs/earning statements.
   - Utility bills (electricity, water, gas, waste collection).
   - Bank statements.
   - Vehicle registration records.
   - Health or automobile insurance records.

Additional Notes Regarding Physical Presence Evidence

Additional evidence may be submitted depending on the applicant's circumstances. Examples:

- Toll-road receipts for truck drivers.
- Medical examination records or laboratory results.
- Certificates of Appreciation or other employment-related certificates.

Important Notes

- IRS Form 1040 tax returns and IRS tax transcripts are **not accepted by themselves** as proof of physical presence.
- Documents submitted as evidence should contain:
  - Name
  - Address
  - Date or year
- The required five years of physical presence do **not** have to be consecutive years. Any five qualifying years before the child's birth may be used.

Forms

DS-11

- U.S. passport application form.
- Does not require notarization.

DS-3053

- Used when one parent cannot attend the interview.
- Must be notarized.
- Valid for only 90 days.
- Submit the original form and a copy of the identification used when signing it (State ID, Driver's License, or Passport).

DS-5507

- Documents the U.S. citizen parent's physical presence in the United States.
- Must be notarized if the U.S. citizen parent will not attend the interview.
- Has no expiration date once notarized.
- If the U.S. citizen parent attends the interview, the embassy can notarize it during the appointment.

Other Requirements

- One passport photo of the child (5 cm × 5 cm).
- Application fee: **$135**.
    - May be paid in Ethiopian Birr cash at the embassy exchange rate.
    - Credit and debit cards are accepted.
    - Mobile banking payments are not accepted.

Contact

For additional information or clarification:

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