



American Citizen Services  
American Institute in Taiwan

# Checklist for a Consular Report of Birth Abroad (CRBA)

申請海外領事出生證明文件清單

Please use this checklist to prepare your application. 請利用本清單準備所需文件。

**Parent(s) and the child must appear in person. 家長及孩童都必須出席。**

1. **Form DS-2029, Application for Consular Report of Birth Abroad (CRBA)**  
海外領事出生證明申請表 Form DS-2029
2. **Form DS-11, Application for a U.S. Passport**  
護照申請表 Form DS-11
3. **One color passport photograph of applicant, 2 x 2 inches taken within the last six months**  
申請人5 x 5公分彩色相片一張 · 必須是六個月內所拍攝
4. **One original Taiwan Household Registration Transcript in English (HRT). The order of all the names (child and parents) listed in HRT is critical. Please read the website information.**  
英文版台灣戶籍謄本〈子女及父母的姓名排序極為重要 · 請詳閱網站〉 · 正本
5. **Child's English Birth Certificate from the hospital (if applicable), original and one photocopy** 醫院簽發之英文版出生證明〈如適用〉 · 正本 & 影本
6. **"Affidavit of No Social Security Number", "無社會安全卡號碼宣誓書"**
  - If your child is over 16 years old, complete the "Applicant's Statement for No SSN" **x 1**
  - If your child is under 16 and you are submitting your child's HRT, complete the "Statement of Parents for Child without SSN" **x 1**
  - If your child is under 16 and you are submitting a hospital birth certificate, complete the "Affidavit of Parents for Child's Birth and No SSN" **x 2**
7. **Parents' English Marriage Certificate in English, if applicable, original & one photocopy**  
家長的英文版結婚證書〈如適用〉 · 正本 & 影本
8. **Parents' evidence of termination of the previous marriage(s) in English, if applicable, original and one photocopy**  
家長的英文版前次婚姻終止證明〈如適用〉 · 正本 & 影本
9. **Parents' valid passport(s), original & two photocopies**  
家長的有效護照 · 正本 & 兩份影本

10. **U.S. citizen parent(s): Evidence of citizenship issued prior to the birth of your child**  
家長的美國公民身分證明，核發日期須是子女出生前
11. **Evidence of Name Change (if applicable)**  
姓名變更證明文件〈如適用〉
12. **Evidence of U.S. citizen parent's physical presence in the U.S. prior to your child's birth. The evidence is critical to your child's application. Please read the website information.**  
子女出生前，美國公民家長在美國居住的證明〈此證明極為重要，請詳閱網站〉
13. **Non-English documentations must be translated by professional translators and notarized (if applicable).**  
若繳交非英文文件，須經專業翻譯人員翻譯並公證〈如適用〉
14. **Notarized Form DS-3053 within 90 days signed by the absent parent, if applicable**  
未出席家長於90天內簽名並公證的護照申請同意書〈DS-3053表格〉〈如適用〉
15. **Non-refundable Application Fees**  
申請費〈不退費〉

**If you do not bring the applicable documentation included on this checklist, we will cancel your interview and require you to schedule another appointment.**

若文件不齊全，將會取消您當日的預約。請重新預約，再次遞件。

**If you have questions, our website <[www.ait.org.tw](http://www.ait.org.tw)> has additional details and instructions regarding application processes for CRBAs, passports and other services.**

若需更多有關申請海外領事出生證明、護照及其他服務項目的資訊，請參閱我們的網站

[www.ait.org.tw](http://www.ait.org.tw)。