



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

To improve upon our efficiency, the U.S. Embassy in Muscat has implemented new procedures for Consular Reports of Birth Abroad (CRBA). CRBA appointments will be scheduled only by email, and only after applicants have completed and submitted required documents to the Consular Section. Document submission may be via drop-box or email at ConsularMuscat@state.gov. Drop-box hours are 8 am to 4 pm – Sunday thru Thursday. The Embassy's website is <https://om.usembassy.gov>.

Please Note: You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. All fees are non-refundable.

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, accompanied by certified 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. All documents not in English must be accompanied by certified English translations. A list of certified translators is available below.

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 and copies 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, payable in cash in USD or OMR or via credit card

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) recent photo - 2" X 2" in size taken on a white background, without head covering or eye glasses
- U.S. Passport Fee: Application fee \$115, payable in cash in USD or OMR or via credit card
- 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.

Note: Given space limitations in the consular waiting area, only CRBA applicant's parents' or guardians will be allowed to accompany the CRBA applicant to the appointment. For attendance by an attorney or a third party, prior notification must be obtained to facilitate the necessary access to the Embassy. Attendance by any third party, including an attorney, accompanying an applicant is subject to the parameters listed on our website <https://om.usembassy.gov/u-s-citizen-services/citizenship-services/>. This designed to ensure an orderly appointment interview process and to maintain the integrity of the adjudication of the application(s).

CERTIFIED TRANSLATORS IN OMAN

1) Al Awor Trading

Mailing Address: PO Box 83, Al Khuwair 133, Oman
 Office location: 1st Floor, Flat # 12, above ZAD Supermarket - Al Khuwair 33. Muscat, Oman.
 Office Hours: 9 am to 2 pm & 5 to 8 pm Sunday through Thursday
 Telephone: (968) 2447-8975/8976
 Fax: (968) 2448-9670
 Cell: Osama: (968) 9921-6428, Majeed: (968) 9924-3820 or Khalil Al Awor: (986) 9931-6211
 Email: alawor@gmail.com
 Website: www.alawor.com

2) Almutarjim Legal Translation

Mailing Address: PO Box 816, Muscat 100, Oman
 Office location: Flat 102, Wadi Al Azaibah Road, above Muscat Bakery, Muscat, Oman.
 Office Hours: 9 am to 5 pm Sunday through Thursday
 Telephone: (968) 2449-0880
 Fax: (968) 2413-9997
 Cell: (968) 9933 8531 – Tony; (968) 9648-3737 – Fadi
 Email: tony@almutarjim.com
 Website: www.almutarjim.com

3) Pioneers Translation Services

Mailing Address: PO Box 738, P.C. 130, Azaibah, Muscat, Oman
 Office location: Villa No. 1756 Way 3021, Shatti Al Qurum, Opposite Bawsher Police Station, Muscat, Oman.
 Office Hours: 8 am to 6 pm Sunday through Thursday.
 Telephone: (968) 2469-6005/2469-6006
 Fax: (968) 2469-6009
 Cell: (968) 9251-1624/9268-8075
 E-mail: info@pioneerstranslation.com
 Website: <http://www.pioneers-co.com>