

NAME OF APPLICANT: _____

1. **Mail-in this checklist signed and dated, together with the application forms (DS-5507 / DS-11), one picture 5x5cm and photocopies of ALL required documents (DO NOT SEND ORIGINALS).**
2. **Please check the appropriate box next to each document that you must mail a copy of and bring the original documents with you at the time of your interview.**
3. **The documents should be assembled in the same order as the checklist indicates (DO NOT STAPLE the documents together).**
4. **Embassy Lisbon will schedule an appointment for you within 10 business days of receiving your application. Personal appearance by the applicant is required.**

Prepare for the passport application

1. **Download and print form DS-5507, all five pages, one page per sheet, leaving the reverse side blank. U.S. citizen parents must take special care in listing their physical presence in the United States in the greatest possible detail, to the best of their recollection, on page two. ‘Precise periods’ of time in the United States means exactly that. Even if you only left the United States for a day trip across a border it will interrupt your time spent in the United States. Both parents, regardless of citizenship or nationality, should list their presence. **DO NOT SIGN THE FORM;****
2. **Applicant’s Portuguese Birth Certificate;**
3. **Applicant’s identity document.** If you are dual national please submit your foreign passport or ID card;
4. **Declaration from local hospital where you were born;**
5. **Parent’s passports or identification (for U.S. citizens parents, you must submit the most recently issued U.S. passport);**
6. **Parent’s Marriage Certificate,** when applicable. If it’s not in the English or Portuguese language, you must also obtain a sworn translation into English;
7. **Parent’s Divorce Certificate(s),** when applicable. If one or both of the applicant’s parents had a prior marriage, you must submit a divorce decree, an annulment or a death certificate to confirm the legal end of the marriage. If the document is not in the English or Portuguese language, you must also obtain a sworn translation into English;
8. **Proof of physical presence**
 - Situation A:** Applicant was born in wedlock, out of two U.S. citizen parents: You must submit proof that at least one of the parents were a resident of the United States at any time prior to the birth of the child;
 - Situation B:** Applicant was born in wedlock, out of a U.S. citizen parent and a non-U.S. citizen parent: You must submit proof that the U.S. citizen parent was physically present, prior to the birth of the child, for a cumulative total of five years, from which two must have been after the age of 14;
 - Situation C:** Applicant was born out of wedlock, out of two U.S. citizen parents: If the claim is through the father you must submit evidence as per Situation A. If the claim is through the mother please submit evidence as per Situation D;



Situation D: Applicant was born out of wedlock, out of a U.S. citizen mother and a non-U.S. citizen father: If the child was born on or before June 11, 2017, you must submit proof that the U.S. citizen mother was physically present, prior to the birth of the child, for an uninterrupted period of 365 days, 1 year. If the child was born on or after June 12, 2017 , you must submit evidence as per Situation B;

Situation E: Applicant was born out of wedlock, out of a U.S. citizen father and a non-U.S. citizen mother: You must submit evidence as per situation B.

9. **Download and print form DS-11:** first passport application, printed on two sheets of paper leaving the reverse page blank. Send only the actual form, not the instructions pages. **DO NOT SIGN THE FORM;**

10. **Obtain one U.S. size passport photo:** 2"x2" (5cm x 5cm), with white background as per State Department photo guidance. Attach the photo to the DS-11 form;

11. Make clearly legible black and white photo copies of ALL documents, including the biographical information pages of the passports.

Payment, interview & delivery of documents

1. **Payment** for the passport must be effected using a **Postal Money Order in the exact amount of 131€**. You can get a money order from any CTT (local Postal services) office throughout the country. **You must send your money order by mail**. The interview can only be scheduled after proper payment has been received. By regulation, all fees are non-refundable.
2. **If additional evidence is required for the adjudication of your application, the Consular Officer will inform you at the time of your interview.**
3. Delivery of documents – If you wish that your passport can be mailed to your mailing address when issued, please bring to your appointment a local Post Office registered pre-paid envelope (“Correio Registado” format C5 for 100g) with stamps for 0.80 euros or a “Correio Verde” / “Correio Azul” envelope with stamps for 1.75 euros.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable, and so require for an appointment to be scheduled.

Signature of Applicant

Date

