United States Army Garrison Bavaria MPD - Passport Office
Tower Barracks, Building 244, Room 131

# Obtaining your child's CRBA

# *REPORT OF BIRTH ABROAD*

## STEP 1: Registering with eCRBA and uploading required documents

- Register your account at: https://mytravel.state.gov/s/
- Scan and Upload ALL REQUIRED DOCUMENTS before payment:

**The primary email address will be your email address, the second email address to currently use for the passport office for the eCRBA online system ONLY is**

**usarmy.bavaria.id-europe.mbx.dhr-mpd-passports@army.mil**

**Mailing Address:**

**(Line 1)DEPT OF THE ARMY DHR/MPD/PASSPORTS**

**(Line 2)OPC 415 BOX 41**

**APO AE 09114 (CITY), (STATE) (ZIP CODE) (LEAVE COUNTRY AS U.S.)**

**Skip the "In Care Of" portion. Leave it blank.**

1. **GEBURTENREGISTER** (NOT the Geburtsurkunde or Formula A)
2. **Marriage Certificate**
3. **Divorce decree** (and/or death certificate) for ALL previous marriages
4. **Proof of physical presence in the U.S.** (school transcripts, STP (Army), SURF (Air Force), or employment records.)
5. **Parents Passports and Passport Cards** (birth certificates, if parents do not have a passport)
6. **Parents' ID card**
7. **You MUST upload all of these documents BEFORE submitting the eCRBA***
8. **Choose "Frankfurt" as the Consulate option.**

## STEP 2: Gather original documents and wait

- Once you have completed the eCRBA, including uploading the documents online, please keep all of these original documents.
- Please email our office after your payment has cleared with the following: **BABY'S**:
  - full name, date of birth and eCRBA application number (starts with "000").
- You will not need to make an appointment with the Frankfurt office. Once the consulate reviews your application they will send us the information and we will schedule you for an appointment.

## STEP 3: Finish the CRBA process with our office

- Both parents and child must be present for the appointment.
- You will be completing the application for the CRBA and the Tourist passport
- You will need ALL the original documents listed above during this appointment.
- For a full list of documents and more information about the in person appointment please refer to the following page.

**ORIGINAL DOCUMENTS REQUIRED AND WILL BE MAILED WITH APPLICATION.**
**WE CAN ONLY ACCEPT DOCUMENTS IN ENGLISH AND GERMAN.**
*****Official English/German translations must accompany documents in any other language.***** For appointments or questions, please email us at **usarmy.bavaria.id-europe.mbx.dhr-mpd-passports@army.mil**

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## *APPOINTMENT REQUIRED!*

## TRAVEL PLANS SHOULD NOT BE MADE WITHOUT A VALID PASSPORT IN HAND!

- ○ **BOTH PARENTS AND CHILD MUST BE PRESENT.** If one parent cannot be present**,** a **notarized Statement of Consent (DS-3053) and/or a Special Power of Attorney** listing each child and parent by name and date(s) of birth, giving consent for passport and CRBA application, must be submitted. A copy of the front and back of the absent parent's military ID card or ID used to notarize the DS-3053 or SPOA must also be submitted.
- ○ **Completed DS Form 11** online at https://pptform.state.gov/ .
  a. Follow instructions and fill in info as requested.
  b. The application process is a wizard type program, answer the questions appropriately. Mailing address must be: **(Line 1)DEPT OF THE ARMY DHR/MPD/PASSPORTS**
     **(Line 2)OPC 415 BOX 41 (LEAVE COUNTRY AS U.S.)**
     **APO AE 09114 (CITY), (STATE) (ZIP CODE)**
     **DO NOT fill in parent info on the "In Care Of" section. Leave it blank**
  c. Use **000-00-0000** for the SSN.
  d. Select normal fees - you will NOT pay online. Create the form and **print the last two pages of application** and bring it with you to the passport office, **DO NOT SIGN!** There will be a barcode in the upper left hand corner of the application when printed.
  e. Online payment is also available, see appointment email for website links.
- ○ **GEBURTENREGISTER** (German birth registration document- **NOT the Geburtenkunde or Formula A**)
- ○ **DS-2029, Application for Consular Report of Birth Abroad (see eCRBA instructions)**
- ○ **Marriage certificate** for parents (if applicable)
- ○ **Divorce decrees** (and/or death certificates) for **ALL** previous marriages for parents (if applicable)
- ○ **Proof of U.S. Citizenship for parent (To transfer U.S. citizenship, five years of physical presence, with two years after the age 14, in the U.S., is required for at least one U.S. parent. Additional documentation is required to prove physical presence such as school transcripts, military records, employment records.)**
- ○ **Parents' Passports and Passport Cards (**if the parent(s) do(es) not have a passport, an original citizenship document is required: birth certificate, naturalization certificate, or certificate of citizenship)
- ○ **Parents not married at the time of baby's date of birth:** DS Form 5507 "Affidavit of Parentage, Physical Presence and Support"; German *Vaterschaftsanerklaerung* or a German statement regarding custody (*Sorgerechterklaerung* specifying sole or joint custody)
- ○ **Military ID cards for both parents**
- ○ **Payment (ONLY ONLINE PAYMENTS ARE ACCEPTED. Servicing agent can assist during appointment.)**: $135 (fee for tourist passport) or $235 (fee if a manual CRBA is approved) *****If you have submitted the eCRBA online, no $100 fee is needed for the CRBA application, but a $135 fee is required for the baby's tourist passport at the time of the appointment.**
  *****The no-fee passport can only be issued to active duty with Command Sponsored family members. No-Fee/ Official passports cannot be applied for with the Report of Birth Abroad application -- must wait until CRBA has been received.**

**ORIGINAL DOCUMENTS REQUIRED AND WILL BE MAILED WITH APPLICATION.**
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