

REPORT OF BIRTH ABROAD
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, either a **notarized Statement of Consent (DS-3053)** or a **Special Power of Attorney** listing each child by name and date(s) of birth, giving consent for the passport 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 must also be submitted.
- **Completed DS Form 11** online at <https://pptform.state.gov/> .
 - a. Do the **“Complete Online and Print Form”** version of the application.
 - b. The application process is a wizard type program, answer the questions appropriately. Mailing address must be: **USAG Bavaria MPD, ATTN: Passports, Unit 28130, APO AE 09114.** Use **000-00-0000** for the SSN.
 - c. 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.
- **GEBURTENREGISTER** (German birth registration document- **NOT the Geburtenkunde**)
- **DS-2029, Application for Consular Report of Birth Abroad** (see eCRBA instructions)
*****The pre-approved eCRBA will be emailed to the passport office and the passport office will print the application. At this time, same sex and/or transgender couples cannot use the eCRBA – the passport office will need to email the DS-2029 to you for completion.*****
- **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** (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 or not married for one year prior to the baby's date of birth:** DS Form 5507 “Affidavit of Parentage, Physical Presence and Support”; German Vaterschaftsanerkennung or a German statement regarding custody (Sorgerechterklärung specifying sole or joint custody)
- **Military ID cards for both parents**
- **Payment (money order/cashier's check made payable to Dept. of State):** \$100 (no-fee passport) or \$215 (fee passport) *****If you have submitted the eCRBA, there is no payment required for the no-fee passport but a \$115 is required for a fee (tourist) passport at the time of the appointment.**
*****The no-fee passport can only be issued to active duty with currently Command Sponsored family members- must bring in the baby's international version of the birth certificate, Formula A.**
*****Official passports cannot be applied for with the Report of Birth Abroad application.**

**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.imcom-europe.mbx.dhr-mpd-passports@mail.mil.



Introducing e-CRBA

eCRBA is the Department of State's new online application for a Consular Report of Birth Abroad (CRBA). eCRBA does not require any new information or processes – applicants enter the same information in eCRBA as in the paper application. This new application method, however, will allow you to enter your data, upload required documents, pay the fees and receive expedited processing. Additionally, you will be able to check the status of your application online. *****Be sure to follow the checklist provided to you by the Passport Office to ensure you are uploading the correct documents.*****

Website: <http://www.MyTravel.State.Gov>

1



Scan and save your documents as PDF files on your computer

2



Register for an account at MyTravelGov and create an eCRBA application

3



Pay the eCRBA fee and your PPT Acceptance Agent will schedule a time to take your oath and accept your original documents

In order to use e-CRBA, you **MUST** use the following email address in your online application when it asks for Contact Information for Parents.

usarmy.bavaria.imcom.europe.mbx.dhr-mpd-passports@mail.mil

Mailing Address: USAG Bavaria MPD ATTN: Passport Office, Unit 28130, APO AE 09114