



# Consular Report of Birth Abroad e-CRBA

ConsularOne

**e-CRBA STEP BY STEP  
INSTRUCTIONS**



# e-CRBA Process for Military



Receive e-CRBA Information from your Military Passport Agent

**Fill Out Application Online, Pay Fee and UPLOAD DOCUMENTS. If documents are not uploaded, your application will be delayed**

**Customer Must Add Passport Acceptance Agent Email Address. If the correct e-mail is not added properly your application will be delayed**

Consulate Receives Case, Checks and Sends PDF to Passport Acceptance Agent (5 business days)

PPT Acceptance Agent schedules appointment to do the Oath, Collect Original Documents and process passport application.

# MyTravelGov Landing Page



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with your MyTravelGov account

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# Creating a MyTravelGov Account




MyTravelGov

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### MyTravelGov Registration

First Name *	<input type="text" value="John"/>	State / Province / Region	<input type="text" value="District of Columbia"/>
Middle Name	<input type="text" value="Jacob"/>	ZIP / Postal Code	<input type="text" value="20500"/>
Last Name *	<input type="text" value="Doe"/>	Country	<input type="text" value="United States"/>
Email Address *	<input type="text" value="john_doe@gmail.com"/>	Password *	<input type="password" value="....."/>
Confirm Email *	<input type="text" value="john_doe@gmail.com"/>	Confirm Password *	<input type="password" value="....."/>
Address	<input type="text" value="1600 Pennsylvania Ave NW"/>		

I'm not a robot 

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# Creating a MyTravelGov Account



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Thank you for registering with MyTravelGov!

A verification email has been sent to [john\\_doe@gmail.com](mailto:john_doe@gmail.com).

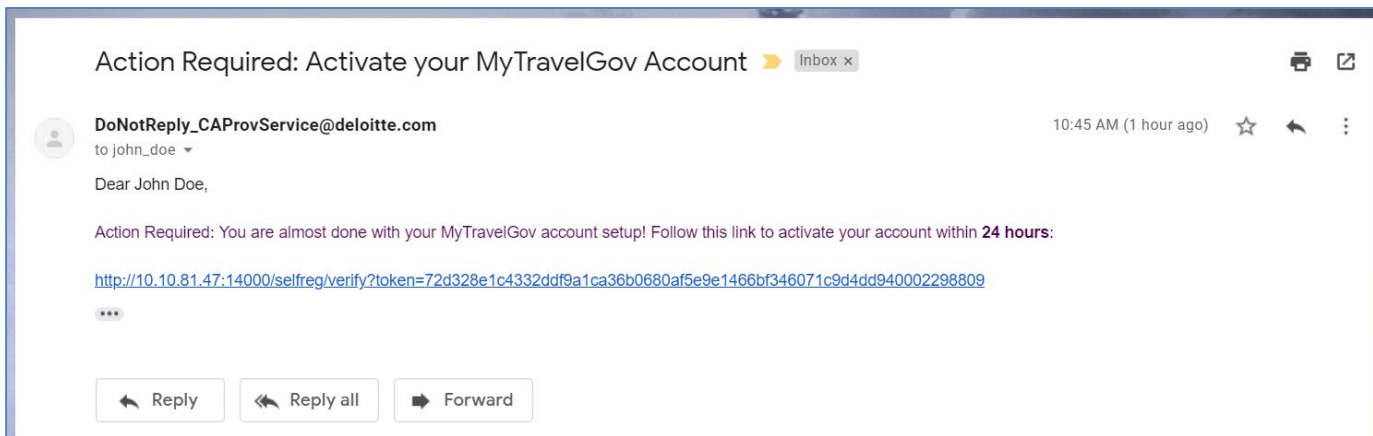
Please use the link provided in the email to activate your account within 24 hours.

Note: It is important that you complete this step within 24 hours. Failure to do so will result in your registration being cancelled and you will be required to register again.

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# Creating a MyTravelGov Account



# MyTravelGov Account One-Time Set Up



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Sign in  
with your MyTravelGov account

Email Address:

john\_doe@gmail.com

Password:

\*\*\*\*\*

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# MyTravelGov Account One-Time Set Up



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## Complete your account set-up

Select security questions to be used for identity verification.

1)

2)

3)

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# eCRBA My Applications



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EXPIRES: 03/31/2019



Applications

[+ Create Application](#)

Show  entries

Search:

Application Number	Application Type	Applicant Name	Application Status
No data available in table			

Showing 0 to 0 of 0 entries

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# CRBA Eligibility Information



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## CRBA Eligibility Information

### Establish Eligibility

We need to determine whether the child is eligible to apply for a CRBA.

Yes No

Was the child born outside of the U.S. or its outlying possessions?

Born Abroad CRBA Eligibility [Learn more](#)

Yes No

Is the child under the age of 18?

Yes No

Was at least one parent a U.S citizen or U.S non-citizen national when the child was born?

U.S. Citizen or U.S. Non-Citizen National CRBA Eligibility [Learn more](#)



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# Online Application Eligibility Information



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## Online Application Eligibility

### Assisted Reproductive Technology (ART)

Yes No

Did you use Assisted Reproductive Technology (ART) in having your child for whom you are seeking a Consular Report of Birth?

What is considered Assisted Reproductive Technology (ART)? [Learn more](#)

### Online Payment Method

Yes No

I can use a credit/debit card, or a direct payment from my U.S. dollar denominated bank account (also known as "ACH"), to pay online for my Consular Report of Birth Abroad application.

### Applicant Information

Yes No

I am a biological parent of a child born abroad who is applying for that child.



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# CRBA Application General Information



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## Consular Report of Birth Abroad - How it Works

There are two parts to the electronic Consular Report of Birth Abroad (CRBA process) - the electronic application and the in-person interview. You must complete both in order to apply.

### Complete the Electronic CRBA Application

#### Assemble Vital Documents

Use in completing your application, and upload copies as you go.

#### Save As You Go

Keep your application progress and return at a later time.

#### Pay, Schedule Appointment and Submit

Make an electronic payment for the application (\$100.00 fee per applicant), submit the application and schedule your appointment. [Payment details](#).

### Attend Your In-Person Interview

#### Attend Your Appointment

Attend the interview at the date and time you previously scheduled.

#### Bring Vital Documents to Your Interview

Original documents are required at your interview.

### Receive Consular Report of Birth Abroad

If the application is approved, you will make arrangements during the interview to pick up the CRBA at the Embassy or Consulate, or have it mailed to you by providing a pre-paid courier envelope. Please check the instructions for your specific [Embassy](#) or [Consulate](#).

Get Started



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# Acknowledgment Page



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## Application for Consular Report of Birth Abroad of a Citizen of the United States of America

Prior to providing any personal information to request a Consular Report of Birth Abroad (CRBA), review the following:

### Privacy Act Statement

**AUTHORITY:** The information solicited on this form is requested pursuant to provisions in Titles 8 and 22 of the United States Code (U.S.C.), whether or not codified, including specifically 22 U.S.C. 2705 and predecessor statutes, and by regulations issued pursuant to E.O. 112 95 (August 5, 1966), including Part 50, Title 22 Code of Federal Regulations (CFR), by regulations issued pursuant to E.O. 112 95 (August 5, 1966), including Part 50, Title 22 Code of Federal Regulations (CFR).

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a Consular Report of Birth Abroad and to properly administer and enforce the laws pertaining thereto. The information may also be used in connection with issuing other evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad. The information may also be used in connection with issuing other evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad.

**ROUTINE USES:** The information solicited on this form may be made available as a routine use to other government agencies, to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address possible violations of law or to further the Secretary's responsibility for the protection of U.S. nationals abroad. The information may be made available to private U.S. citizen "wardens" designated by the U.S. embassies and consulates. More information on the Routine Uses for the form can be found in the System of Records Notice, Public Notice 9702 for September 8, 2016. The title of this notice is Overseas Citizens Services Records. enforcement and administrative purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address possible violations of law or to further the Secretary's responsibility for the protection of U.S. nationals abroad. The information may be made available to private U.S. citizen "wardens" designated by the U.S. embassies and consulates. More information on the Routine Uses for the form can be found in the System of Records Notice, Public Notice 6209 for May 2, 2008. The title of this notice is Overseas Citizens Services Records.

**DISCLOSURE:** Providing the information requested on this form is voluntary. Failure to provide the information requested on this form may result in the denial of a Consular Report of Birth Abroad, related document or service to the individual seeking such report, document or service.

### Paperwork Reduction Act Statement

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: CA/OCS/PMO, SA-17 9th Floor, U.S. Department of State, Washington, D.C. 20522-1709

### Computer Fraud and Abuse Act Statement

Unauthorized attempts to upload information and/or change information on this web site is strictly prohibited and is subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 USC Sec.1001 and 1030.

I have read the Privacy Act Statement, Paperwork Reduction Act Statement, and Computer Fraud and Abuse Act Statement.



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# Roadmap Navigation - Begin Child Section



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CHILD

Start by providing information for the child on this CRBA application >

PARENTS

MARRIAGE DETAILS

RELEVANT TIME IN THE U.S.

CONTACT INFORMATION

REVIEW, PAY AND SUBMIT

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# Child Section

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CHILD PARENTS MARRIAGES RESIDENCE CONTACT REVIEW

## Child's Information

### Birth Location

Enter information regarding birth location as it appears on the child's birth certificate.

**Country \***  
CANADA

**Province/State (leave blank if not applicable)**  
Ontario

**City \***  
Toronto

**Birth Type**  
 Single-Child Birth  Multiple-Child Birth (e.g. twins)

Please Note: It is recommended that you submit an application for all children born together at one time to simplify the overall process.

### Child's Identity Information

Enter information regarding the child for whom you are submitting the CRBA application. If the child only has one name, enter it under the "Last Name."

**First Name (leave blank if not applicable)**  
John

**Middle Name (leave blank if not applicable)**  
Quincy

**Last Name \***  
Example

**Suffix (leave blank if not applicable)**

**Sex \***  
MALE

**Birth Date (mm/dd/yyyy) \***  
05/02/2017

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# Child – Uploading Documentary Evidence of Birth

## Child's Information

### Remember Your Child's Proof of Birth

You must bring proof of your child's birth to the in-person interview.

Would you like to attach a copy now?

[Attach a File](#)

Providing a scanned copy or photo of any documentary evidence now may expedite your in-person interview. [Learn More](#)

Document	Additional Notes	Actions
BIRTH CERTIFICATE	this is a birth certificate	<a href="#">Edit</a>   <a href="#">Delete</a>



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# Child - Upload Documentary Evidence of Birth

Remember Your Child's Documentary Evidence of Birth

You will

Review

Attach a File

Save changes

Close

File Name: test1.txt

Document Type: BIRTH CERTIFICATE

Additional Notes (optional): this is a birth certificate

Save changes

Close

1

2

3

4

5

# Child – Name Match Verification Question



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CHILD   PARENTS   MARRIAGES   RESIDENCE   CONTACT   REVIEW

## Child's Information

### Does the Child's Name Match the Name on the Birth Certificate?

In general, the name on the Consular Report of Birth Abroad should be the name recorded on the local birth certificate. (Translations of foreign names are acceptable.) If your child's name has been changed, you may need to provide proof of how it changed. Answer the questions below to see what, if any, documentation may be required.

Name of Child in Application

FIRST	MIDDLE	LAST
JOHN	QUINCY	EXAMPLE

Does the name above match the child's name on his or her proof of birth?

[Yes](#) [No](#)




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# Child – Summary



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● CHILD    ○ PARENTS    ○ MARRIAGES    ○ RESIDENCE    ○ CONTACT    ○ REVIEW

## Child Summary

**JOHN QUINCY EXAMPLE** [Edit](#)

MALE | DOB 05/02/2017

Birth Type: Single Child Birth

---

Birth Location

**Country:** CANADA


**Province/State:** ONTARIO

**City:** TORONTO

### Documentation

Originals of the following must be presented at the in-person interview for the CRBA application.

**Birth Certificate** [Edit](#)

 Copy attached

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# Roadmap Navigation – Begin Parents Section



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	<b>CHILD</b>	Complete
	<b>PARENTS</b>	Begin adding information about the parents. <a href="#">▶</a>
	<b>MARRIAGE DETAILS</b>	
	<b>RELEVANT TIME IN THE U.S.</b>	
	<b>CONTACT INFORMATION</b>	
	<b>REVIEW, PAY AND SUBMIT</b>	

# Parent – Parent I Information

## Steven's Information

### Parent 1's Identity


If only one parent is a U.S. citizen or national, please enter the information for that parent here. If the parent only has one name, enter it under the "Last Name."

<b>First Name</b> (leave blank if not applicable)	<input type="text" value="Steven"/>	<b>Middle Name</b> (leave blank if not applicable)	<input type="text" value="Robert"/>
<b>Last Name</b> *	<input type="text" value="Example"/>	<b>Suffix</b> (leave blank if not applicable)	<input type="text" value="III"/>

---

### Place of Birth

Enter information regarding Parent 1's birth location and date.

<b>Country</b> *	<input type="text" value="FRANCE"/>	<b>Province/State</b> (leave blank if not applicable)	<input type="text"/>
<b>City</b> *	<input type="text" value="Paris"/>		
<b>Birth Date</b> (mm/dd/yyyy) *	<input type="text" value="07/12/1977"/> 	<b>Sex</b> *	<input type="text" value="MALE"/>

# Parent – Parent I Previous Legal Name

## Other Legal Names

Enter any other legal names for Parent 1, past or present.

[Add A Name](#)

First Name	Middle Name	Last Name	Suffix	Actions
No Alternative Legal Names Added				

---

## U.S. Passport Information

If Parent 1 has an unexpired U.S. Passport, please provide the passport number.

Passport Number

Please Retype Passport Number

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# Parent - Citizenship



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CHILD PARENTS MARRIAGES RESIDENCE CONTACT REVIEW

## STEVEN's Information

### Establish U.S. Citizenship / Nationality

At least one biological parent must have been a U.S. citizen or U.S. non-citizen national when the child was born.

[Learn more about U.S. Citizenship or U.S. Non-Citizen Nationality.](#)

Child's Date of Birth

05/02/2017

Was STEVEN a U.S. citizen when the child was born?

Yes

No



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# Parent – U.S. Non-Citizen National Question

Was STEVEN a U.S. citizen when the child was born?

Yes

No

Was STEVEN a U.S. non-citizen national when the child was born? [Learn more.](#)

Yes

No

You must supply proof of U.S. non-citizen national status when the child was born

[Attach a File](#)

You must bring the original documents with you to the in-person interview. Would you like to attach a copy now?

Note: A Consular Report of Birth Abroad issued in Parent 1's name and/or a U.S. passport showing birth in an outlying possession of the United States may serve to establish U.S. non-citizen nationality when the child was born.

Providing a scanned copy or photo of any documentary evidence now may expedite your in-person interview. What can be used as documentary evidence of U.S. non-citizen nationality?

Document	For	Notes	Actions
----------	-----	-------	---------



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# Parent – Parent 2 Info (filled out)

### Jessica's Information

The parent completing this application should provide as much information on the other parent as he or she has. Information about Parent 2 is important in helping us determine if and how the child acquired citizenship at birth. Please provide the following information for the second biological parent if available: Last Name, Date of Birth, City of Birth, Country of Birth.

### Parent 2's Identity Information

Enter the following information regarding Parent 2. If the parent only has one name, enter it under the "Last Name."

**First Name** (leave blank if not applicable)  
Jessica

**Middle Name** (leave blank if not applicable)  
Michelle

**Last Name**  
Example

**Suffix** (leave blank if not applicable)  
▼


### Date, Place of Birth, and Gender

Enter information regarding Parent 2's birth location and date.

**Country**  
UNITED STATES ▼

**Province/State** (leave blank if not applicable)  
OR

**City**  
Portland

**Birth Date** (mm/dd/yyyy)  
11/23/1980 

**Sex \***  
FEMALE ▼

### Other Legal Names

Enter any other legal names for Parent 2, past or present.

[Add a Name](#)

First Name	Middle Name	Last Name	Suffix	Actions
Carly		Johnson		<a href="#">Edit</a>   <a href="#">Delete</a>

### U.S. Passport Information

If Parent 2 has an unexpired U.S. Passport, please provide the passport number.

**Passport Number**  
444221456

**Please Retype Passport Number**  
444221456

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# Parent – Summary

### Parents' Information Summary

#### STEVEN ROBERT EXAMPLE III Edit

Date of Birth: 07/12/1977

---

Country Of Birth:	FRANCE
Province/State Of Birth:	
City Of Birth:	PARIS
U.S. Citizenship Status at Child's Birth:	U.S. CITIZEN

---

**Passport Information**

Passport Number:	123456789
------------------	-----------

---

**Other Legal Names**

COLIN JACKSON

#### Documentation

Originals of the following will need to be presented at the in-person interview for the CRBA application.

U.S. Proof of Citizenship Edit

Copy attached

Proof of Identity Edit

Copy attached

#### JESSICA MICHELLE EXAMPLE Edit

Date of Birth: 11/23/1980

---

Country Of Birth:	UNITED STATES
Province/State Of Birth:	OR
City Of Birth:	PORTLAND
U.S. Citizenship Status at Child's Birth:	U.S. CITIZEN

---

**Passport Information**

Passport Number:	444221456
------------------	-----------

---

**Other Legal Names**

CARLY JOHNSON

#### Documentation

Originals of the following will need to be presented at the in-person interview for the CRBA application.

U.S. Proof of Citizenship Edit

Copy attached

Proof of Identity Edit

Copy attached

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# Marriage – Status



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CHILD PARENTS MARRIAGES RESIDENCE CONTACT REVIEW

### Marriage Information

#### Marital Status of Parents

We need to determine if the biological parents have been married to each other and gather details about their marriage if so.

[Yes](#) [No](#) Have the biological parents ever been married to each other?

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CHILD PARENTS MARRIAGES RESIDENCE CONTACT REVIEW

### Marriage Information

#### Marital Status of Parents

We need to determine if the biological parents have been married to each other and gather details about their marriage if so.

[Yes](#) [No](#) Have the biological parents ever been married to each other?

You are ready to continue.

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# Marriage – Status

## Marriage Information

### Marital Status of Parents

We need to determine if the biological parents have been married to each other and gather details about their marriage if so.

Yes  No Have the biological parents ever been married to each other?

#### Marriage Information

Date and place of marriage.

Country \*  
UNITED STATES

Province/State (leave blank if not applicable)  
FL

City \*  
Daytona Beach

Date of Marriage (mm/dd/yyyy) \*  
09/19/2012

#### Marriage Status

What is the current status of this marriage?

Yes  No Are STEVEN ROBERT EXAMPLE and JESSICA MICHELLE EXAMPLE still married to each other?

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# Marriage – Other Marriages

## Marriage Information

### Other Marriages

We need to establish whether either of the biological parents have been married to other individuals.

Has either **STEVEN ROBERT EXAMPLE** or **JESSICA MICHELLE EXAMPLE** ever been married to anyone else?

Yes

No



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## Marriage Information

### Other Marriages

We need to establish whether either of the biological parents have been married to other individuals.

Has either **STEVEN ROBERT EXAMPLE** or **JESSICA MICHELLE EXAMPLE** ever been married to anyone else?

Yes

No

You are ready to continue.



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# Marriage – Other Marriages

## Marriage Information

### Other Marriages

We need to establish whether either of the biological parents have been married to other individuals.

Has either STEVEN ROBERT EXAMPLE or JESSICA MICHELLE EXAMPLE ever been married to anyone else?

Yes

No

Ok, let's get your marriage details.

Select "Add Other Marriage" to add any other marriages.

Add Other Marriage

Marriage Of	Status	Actions
<i>No history entered. Select Add Other Marriage to start.</i>		



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# Marriage - Summary

## Marriage Information Summary

BIOLOGICAL PARENTS MARRIAGE [Edit](#)

**STEVEN EXAMPLE & JESSICA EXAMPLE**

Date of Marriage: 09/19/2012 | Still Married

---

MARRIAGE LOCATION

**Country:** UNITED STATES

**Province/StateFL**

**City:** DAYTONA BEACH

### Documentation

Originals of the following must be presented at the in-person interview for the CRBA application. Originals of the following will need to be presented at the in-person interview for the CRBA application.

**Marriage Certificate** [Edit](#)

Copy attached

PREVIOUS MARRIAGE [Edit](#)

**STEVEN ROBERT EXAMPLE & ROBERTA SANCHEZ**

Date of Marriage: 04/03/2006 | Date of Spouse Death: 12/12/2007

---

### Documentation

Originals of the following must be presented at the in-person interview for the CRBA application.

**Death Certificate** [Edit](#)

Copy attached

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# Residence and Presence – Specify Owner of Address

Relevant Time in the United States

## Biological Parents' Prior Residence in the United States

### Address

Please provide the address for the prior residence in the United States.

**Residence For:**

Both Parents	STEVEN ROBERT EXAMPLE Only	JESSICA MICHELLE EXAMPLE Only
--------------	----------------------------	-------------------------------

**Address Line 1 \***  
1234 Main Street


**Address Line 2**  
Apt 441


**City \***  
Detroit

**State / Province \***  
MICHIGAN

**ZIP / Postal Code \***  
123642

Current Residence

**From: \*** 04/28/2014 

**To:** 06/27/2017 

This is an Estimate. [Learn More .](#)

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**Would you like to provide additional address(es) in the United States where one or both of the parents had a residence prior to the birth of the child?**

Either parent must have had a residence in the United States, or one of its outlying possessions, prior to the birth of the child.

[Add another residence](#)

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# Residence and Presence – Presence: Service Abroad

Relevant Time in the United States

JESSICA MICHELLE EXAMPLE - P

Enter all periods that JESSICA MICHELLE EXAMPLE was p

**1** Add Physical Presence

Location

No history provided. Select Add Physical Presence to start.

- Legend
- 1** Add Presence Button
  - 2** Location Tabs
  - 3** Required Timeframe Fields

MyTravel U.S. Department of State

OMB NO. 1405-0011 EXPIRES: 03/31/2019 Logout

Save & Go to MyTravel REVIEW

### Add Physical Presence

**Parent \***  
Name of parent who was physically present in the United States.  
JESSICA MICHELLE EXAMPLE

**2**

**Location**  
List location.

United States and Outlying Possessions | **Qualifying Service Abroad**

**City \*** Phoenix **State \*** ARIZONA

**3**

**Dates**  
List dates at this location.

**From (mm/dd/yyyy) \*** 01/22/1997 **To (mm/dd/yyyy) \*** 04/19/2000

This is an estimate. [Learn more](#)

Cancel Save

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# Residence and Presence – Summary Page

## Relevant Time in the United States Summary

### STEVEN ROBERT EXAMPLE'S & JESSICA MICHELLE EXAMPLE'S RESIDENCE IN THE UNITED STATES [Edit](#)

Address	Dates of Residence	Attached Document
1234 Main Street Apt 441, DETRIOT, MICHIGAN 123642	FROM: 04/28/2014   TO: Present	MEDICAL RECORDS <a href="#">Edit</a>

### JESSICA MICHELLE EXAMPLE'S RESIDENCE [Edit](#)

Address	Dates of Residence	Attached Document
33221 Fake Street , DALLAS, TEXAS 123456	FROM: 05/17/2006   TO: 06/22/2015	RENT RECEIPTS <a href="#">Edit</a>

### Documentation

Please bring any documentary evidence of prior residence or physical presence to the interview.



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Continue



# Contact Information – Parent I Information

Contact Information

## STEVEN ROBERT EXAMPLE'S Contact Information

Please provide STEVEN's contact information, including a physical address and at least one phone number or email address.  
NOTE: P.O. Box addresses are not permitted for use as a mailing address. APO/DPO/FPO Box addresses are permitted for use as a mailing address.

**Home Address of STEVEN**  
Enter STEVEN's physical address.

1234 Main Street Apt 441, DETROIT, MICHIGAN 123642  
 New Address

Country \*  
UNITED STATES

Address Line 1 \*  
227 Line Street

Address Line 2  
Apt 1401

City \*  
Seattle

State / Province \*  
WASHINGTON

ZIP / Postal Code \*  
22146

---

**Email**  
At least one email address or phone number is required.

Primary Email  
john@example.com

Please Retype Primary Email  
john@example.com

+ Add email address

---

**Phone**  
At least one email address or phone number is required.

Type	Country Code	Phone Number	Extension	
Primary	CELL	UNITED STATES OF AM	1234567891	Ext

+ Add phone number

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## IMPORTANT NOTICE

### Military Processing e-CRBA

On the **Primary E-mail** please write the email of your **Military Passport Processing Facility**

usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil  
(Kleber Passport Office)

usarmy.baumholder.id-europe.mbx.passport-and-id-ffice@mail.mil  
(Baumholder Passport Office)



# Pay and Submit CRBA Application

## Pay & Certify Application

I declare the following:

- I have reviewed the information in this application. It is complete and accurate to the best of my knowledge.
- I am one of the biological parents or the child listed within this application.
- I understand approval or denial of this application will not be made until:
  - The in-person interview has occurred at the Embassy or Consulate in the Consular District of the child's birth or other designated location
  - The final review of this application's details has been completed by the Consular Officer.
- I understand no review of this application will begin until I pay the application fee.

I certify the above declarations are true

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### Your CRBA Fee

\$100	per application	1	CRBA applications	TOTAL COST	\$100
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When you select "Pay" you will be taken to [Pay.gov](#), a secure site for making your payment. After your payment is complete, you will be taken back to this website to schedule your in-person interview. Your application submission is considered complete once you have paid and scheduled your appointment.

Payment may be made with a credit/debit card or an ACH account. [Learn more.](#)

This application fee is a non-refundable processing fee and is retained by the Department of State whether or not a CRBA is issued.

---

**Warning:** False statements made knowingly and willfully in applications for citizenship documentation or affidavits and other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and other applicable criminal statutes.

---

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# CRBA Application Has Been Submitted

## Mandatory CRBA Interview Scheduling

Schedule your appointment now!



Your appointment must be scheduled at the following Interview Location:

U.S. Consulate General Toronto  
360 University Ave  
Toronto, Ontario M5G 1S4, Canada  
4165951700  
[TorontoPassport@state.gov](mailto:TorontoPassport@state.gov)

To schedule your in-person CRBA interview, please use the [ACS Appointment System](#) and follow the instructions to make an appointment. You will be required to select an available time slot at your local site and provide additional details regarding your appointment. The details you provide about your appointment should match the information you entered as part of the online CRBA submission process.

If you are unable to find a desired time slot or have questions regarding the scheduling process, you may contact your local site at the phone number or email provided above.

**REMEMBER:** You MUST appear at this interview to complete your CRBA application(s).

## CRBA APPLICATION INTERVIEW

- **Attendees:** At least one of the biological parents must be present. If the parent with US Citizenship is not present, the DS-5507 will need to be submitted prior to the interview.
- **Signature:** A final signature for the application will be completed at the interview.
- **Documents:** Remember to bring all of your original documents with you as identified below. Additional documentation may be requested by your local site based on the interview.

For	Document
JOHN EXAMPLE (Child)	Birth Certificate
STEVEN ROBERT EXAMPLE (Parent 1)	Documentary Evidence of U.S. Citizenship
STEVEN ROBERT EXAMPLE (Parent 1)	Documentary Evidence of Identity
JESSICA MICHELLE EXAMPLE (Parent 2)	Documentary Evidence of U.S. Citizenship
JESSICA MICHELLE EXAMPLE (Parent 2)	Documentary Evidence of Identity
STEVEN ROBERT EXAMPLE & JESSICA MICHELLE EXAMPLE	Marriage Documentation
STEVEN EXAMPLE & ROBERTA SANCHEZ	Marriage Documentation
STEVEN ROBERT EXAMPLE & JESSICA MICHELLE EXAMPLE   DETROIT, MICHIGAN	Evidence of Residence
JESSICA MICHELLE EXAMPLE   DALLAS, TEXAS	Evidence of Residence

## IMPORTANT NOTICE Military Processing e-CRBA

After you complete your e-CRBA Application  
Online your Military Passport Processing  
Facility will contact you within 5 business  
days to schedule an appointment

# Employee Application – PUR Screen

ORACLE File Edit View Navigate Query Tools Help

CRBA Payment PUR

Home Calendar Cases Contacts Incidents Service Evidence Leads Case Management Print Queue Management Manage Mailed CRBA Print CRBA Certificate Applications All Trace Items **Payments**

Applications

### Payment Update and Reconciliation (PUR) 1 - 30 of 30+

Application Stage	Appointment Post Name▲	Application Number	Type	Stage	Sub Stage	Child Name	Age (Yrs)	Sex	Date of Birth	Payment Status	Date/Time Printed	Printed by (User)
NEW	U.S. Consulate General Ciudad Juarez	1-39416521	CRBA	SUBMIT	ERROR	JOBBOY SMITH	4	MALE	1/2/2013			Credit Card
NEW	U.S. Consulate General Ciudad Juarez	1-39396511	CRBA	SUBMIT	INVALID	JOHN ERIC CLAPTON, JR 21		MALE	3/21/1996			Credit Card
NEW	U.S. Consulate General Ciudad Juarez	1-39571851	CRBA	SUBMIT	SUCCESS	CHILDFIRST CHILDMIDD_0		MALE	2/27/2017			Credit Card
NEW	U.S. Consulate General Ciudad Juarez	1-39176491	CRBA	SUBMIT	SUCCESS	MIKE BOBBY JONES, IV 4	4	MALE	1/2/2013			Credit Card
NEW	U.S. Consulate General Ciudad Juarez	1-39226731	CRBA	SUBMIT	SUCCESS	CHRIS GRIFFIN	7	MALE	4/10/2010	Sent to EPS		Credit Card
NEW	U.S. Consulate General Ciudad Juarez	1-39302301	CRBA	SUBMIT	SUCCESS	CHRIS GRIFFIN	7	MALE	4/10/2010			Credit Card
PRINTED	U.S. Consulate General Ciudad Juarez	1-39212101	CRBA	SUBMIT	ERROR	BAHIA BAHAMA	16	FEMALE	12/12/2000		6/14/2017 09:39...	CRBA_DEMO
NEW	U.S. Consulate General Ciudad Juarez	1-39414681	CRBA	SUBMIT	SUCCESS	DENNIS THEMENACE	0	MALE	1/30/2017			Credit Card
NEW	U.S. Consulate General Ciudad Juarez	1-39161901	CRBA	SUBMIT	ERROR	BRUCE ALASTOR WAYNE 4		MALE	3/25/2013			Credit Card

Payments Communication Applicants

### Payment 1 - 2 of 2

Payment Method	Settlement Status	Payment Date▲▼	Amount Paid	ACRS Receipt Number	Paygov Receipt Number	Created By
ACRS			\$100.00			MLEE
	Payment processed	3/1/2017 12:00:00 AM	\$200.00		mpgid76js	MABDUSSALAAM

# What if I need a passport?



**Your newborn will need a passport.  
Please follow the instructions on the Passport Application Process on this  
website**

# QUESTIONS



## E-MAIL YOUR MILITARY PASSPORT AGENT AT:

[usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil) (Kleber Passport Office)  
[usarmy.baumholder.id-europe.mbx.passport-and-id-office@mail.mil](mailto:usarmy.baumholder.id-europe.mbx.passport-and-id-office@mail.mil) (Baumholder Passport Office)