

**CONSULAR REPORT OF BIRTH ABROAD (CRBA) CHECKLIST AND APPLICATION FOR TOURIST AND/OR NO FEE OFFICIAL
PASSPORTS PANZER KASERNE BLDG 2915 RM 314 / DSN: 431-2009/2767/2539/2301 OR CIV 0703-115-
2009/2767/2539/2301 PLEASE FILL IN THE TOP SECTION ONLY**

APPLICANT'S NAME: _____ **DOB:** _____
LAST FIRST MIDDLE NAME DD / MMM / YYYY

APPLICANT'S SSN (Infant: 000-00-0000): _____ **AGE: (Infant: 0)** _____

SPONSOR'S NAME: _____ **LAST FOUR SSN:** _____ **RANK:** _____ **UNIT:** _____
LAST, FIRST MIDDLE NAME E1/01/GS-/CTR

Father's SSN: _____ **Mother's SSN:** _____

DUTY/HOME PHONE: _____ / _____ **CELL#** _____

EMAIL ADDRESS: _____

**Approximate return
time:**

**8- 12 weeks
FOR ALL DOCUMENTS**

App Initials

PPT Agent Initials

Signed MOU on file

REQUIRED DOCUMENTS: ORIGINAL Documents have to be submitted with the applications

- Original AE Form 400-4B (Signed by Registrar & Physician) ← **CHILD BORN IN U.S FACILITY HOSPITAL** OR
- Original GEBURTENREGISTER (German Birth Certificate) ← **CHILD BORN IN A GERMAN HOSPITAL** (Birth prior to Feb 2009, form E-2)
- Both parents military ID cards, **BOTH PARENTS AND CHILD MUST BE PRESENT** (or accounted for- see below if parent will be absent more than 30 days from Germany)
- Form DS 2029: PRINTED Application for Consular Report of Birth Abroad of a U.S. citizen (**Do not sign application**) or completed eCRBA process including payment
- DS-11: online application for a U.S Passport with bar code in the upper left corner from (www.travel.state.gov) (**Do not sign the application**)
- One (1) passport photo (2X2 INCHES) (Military and Civilian sponsored obtain Photo in Bldg 2948 2nd floor. Contractors/NAF must provide their own photos)
- Proof of Physical Presence in the US: ORB/ERB, DD-214, HS/College Transcripts, Wage Statements; Secondary Proofs: utility/credit card bills, Airline ticket stubs, Former/current Passport with entry/exit stamps.
- U.S. PASSPORTS OF PARENTS (Original must be seen by agent and submitted with application) OR
 - U.S. Birth Certificate IF NO U.S. PASSPORT EXISTS (Original must be seen by agent and submitted with application)
- Country National Identification for Non U.S. parent (Non U.S. Passport must also be submitted with application)
- Naturalization or Citizenship Certificate if a parent has EVER been issued one of these.
- Parent's original marriage certificate (Any marriage or union)
- Parent's original final divorce decree or annulment from all previous marriages, if applicable (**Copies are NOT acceptable**)
- For parents not married to each other, please bring a DS-5507 and The German Vaterschaftsanerkennung (paternity document) and The German Sorgerechterklaerung specifying sole or joint custody.
- Name discrepancy affidavit if applicable (parent must have 3 forms of photo ID dating back 5 years with correct name)

Documentation Submitted

- Child's German Birth Certificate
- Parents Marriage Certificate
- Parents' Divorce Decree(s)
- U.S PPT Mother
- U.S PPT Father
- Non-US Mother PPT
- Non-US Father PPT
- Non-US Mother National ID
- Non-US Father National ID
- U.S. Birth Certificate Parent
- Foreign Birth Certificate Parent
- Naturalization Certificate
- Certification of Citizenship
- MISC Information
-
-

FOR USE UNDER SPECIAL CIRCUMSTANCE WHEN ONE OF THE PARENTS IS UNABLE TO BE PRESENT

The following may be used ONLY if a parent is out of Germany for more than 30 days

- DS -3053 Statement of consent: Issuance of U.S passport to minor under age of 16. Must have the original notary stamp with original signatures and signed within 90 days OR Specific power of attorney (must state authority to apply for U.S. passport or travel documents and be issued within 90 days for this specific child.
- DS -5507, FOR USE UNDER SPECIAL CIRCUMSTANCE WHEN THE U.S. PARENT IS UNABLE TO BE PRESENT.
- Copy of non-applying parents ID (both sides) must accompany the DS-3053/ Specific Power of Attorney
- Deployment/TDY orders for non-applying parent showing current deployment of 30 days or more

ACTIVE DUTY SPONSOR WISHING TO APPLY FOR BOTH A NO-FEE AND TOURIST PASSPORT:

- A second DS 11 application for a U.S. passport (**Do not sign application**)
- One (1) additional Passport photo of the applicant (2X2)
- \$ 215.00 Total Money Order for Report of birth abroad plus Tourist passport: **Payable to** Department of State
- OR if \$100.00 paid through eCRBA, then bring \$ 115.00 Money Order for the Tourist Passport **Payable to** Department of State
- DD 1056, copy of assigning orders to Germany and proof of command sponsorship for their newborn (see S1 or Personnel Office)

ACTIVE DUTY SPONSOR WISHING TO APPLY FOR REPORT OF BIRTH AND ONLY A NO-FEE PASSPORT: Baby can only travel to US/Germany!

- \$ 100.00, Money Order for birth registration abroad **Payable to:** Department of State OR Payment through eCRBA
- DD 1056, copy of assigning orders to Germany, and proof of command sponsorship for their newborn (see S1 or Personnel Office)

ACTIVE DUTY SPONSOR/DEPENDENT WISHING TO APPLY FOR A REPORT OF BIRTH AND TOURIST PASSPORT:

- \$215.00 Money Order for birth registration abroad and tourist passport: **Payable to** Department of State
- OR if \$100.00 paid through eCRBA, then bring \$ 115.00 Money Order for the Tourist Passport **Payable to** Department of State

DODDS/AAFES/CIVILIANS AND CONTRACTORS WISHING TO APPLY FOR REPORT OF BIRTH AND TOURIST PASSPORT:

- Must provide initial travel orders (DD1614) & Transportation agreement (DD1616/1617)
- \$215.00 Bring Money Order for birth registration abroad and tourist passport **Payable to:** Department of State
- OR if you paid \$100.00 through eCRBA, then bring \$ 115.00 Money Order for the Tourist Passport **Payable to** Department of State

ACTIVE DUTY SPONSORED/DODD/AAFES/CIVILIANS AND CONTRACTORS WISHING TO APPLY FOR REPORT OF BIRTH ONLY:

- Must provide initial travel orders (DD1614) & Transportation Agreement (DD1616/1617)
- \$100.00 Bring Money Order for birth registration abroad **Payable to** Department of State OR Paid through eCRBA

**Requested Passport
and Birth Certificate**

- CBRA
- No-Fee
- Tourist

PARENT SIGNATURE: _____ **DATE:** _____

March 2019