

Congratulations on the birth of your child!!

Please follow these instructions to properly establish identity and citizenship for your child for the rest of their life.

You **MUST** have an appointment with the Stuttgart Passport office even if you use **eCRBA**. Although the worldwide website says to make an appointment at your closest Consulate, this does **NOT** apply to Military Affiliated personnel.

PLEASE GO TO THE FOLLOWING WEB LINK TO SCHEDULE AN APPOINTMENT:

<https://stuttgartcitizen.com/appointments>

OR click on the Make an Appointment button on the Passport page of the USAG Stuttgart Garrison website or use the Garrison APP.

1. Print out the Report of Birth Checklist. Fill out the contact information at the top. The applicant is always the child. Gather all the ORIGINAL documents (bearing the seal of the issuing vital records office, court, or other authority) on the list; that apply to your family. We will check off the documents when we receive them. All original documents are turned in to the Frankfurt Consulate.

2. Follow the easy on-line instructions to complete your child's passport application. Use 000-00-0000 for the social security number. Follow all instructions. Here are some pointers to help you avoid the most common mistakes: You must use this office's mailing address. And then use a Physical address or CMR for your permanent address. Ensure that you use both biological parents' ORIGINAL birth names. Do **NOT** use the new mother's married name. (PS: "Have you ever been married?" refers to the applicant. Your infant has never been married. This may seem obvious now but not necessarily when you are suffering new-parent sleep deprivation.) Print out pages 5 and 6 of the PDF. Do not sign.

3. Option 1: AVAILABLE AFTER MARCH 28, 2019. Scan and save all original documents as PDF files on your computer. **Register for an account at <https://travel.state.gov/content/travel/en/about-us/mytravelgov.html> and create an eCRBA application.** When filling out Contact Information for Parent's, **YOU MUST USE THE STUTTGART PASSPORT OFFICE GROUP BOX E-MAIL ADDRESS:** none@stuttgart.com.

3. Option 2 (In cases of emergency only): Fill out the attached Application for Report of Birth Abroad (DS-2029) PDF on your computer! It **MUST** be typed and printed out.

Pay the eCRBA fee (\$100) on line. The Frankfurt Consulate will have your CRBA application once payment has gone through (within 3 days). They will forward your application to the Stuttgart Passport Office as soon as they verify the information. You will still need to book an appointment **AFTER** our office has notified you we are in receipt of your eCRBA, with the Stuttgart Passport office and **ALL** appear in person with all Original documents.

3. (Continued)

With either option, paper CRBA or eCRBA: You are applying for the equivalent of an American Birth Certificate. Follow all instructions. Pointers: Using your CMR address is mandatory on this application. Blocks 24 and 25- parents must enter all dates of US residence starting from your birth forward, chronologically.

Blocks 26 and 27- Parents must enter all periods abroad in government service or as a dependent, chronologically.

You must be specific! If you moved around as a child, contact YOUR parent's for the specific DAY of each move as well as the city and state. Extend periods of residence to cover moving days until you established a new residence. Vacations, deployments and other temporary absences for schooling, TDY/TAD etc. are not residences and should not be listed.

(Example: You were stationed at Ft. Stewart and deployed to Afghanistan for 9 months then returned to Ft. Stewart; your residence was Ft. Stewart for this whole period.) Periods abroad as an Exchange Student or Missionary are NOT temporary absences.

Part B should be filled out by the biological father only if both biological parents were not married to each other for at least one year prior to the birth of the child.

If using eCRBA , the Frankfurt Consulate will forward your application to Stuttgart using OUR GROUP E-MAIL BOX THAT YOU PROVIDED AS CONTACT INFORMATION FOR THE PARENTS.

4. Go to the Post Office or Bank to purchase a BANK CASHIER'S CHECK OR POSTAL MONEY ORDER for the exact amount made out to Department of State. (Please get this prior to your appointment. The banks are not open on German Holidays. The Post Office is open only Monday and Wednesday on Panzer.)

- a. Report of Birth Abroad (printed PDF) plus a Tourist passport- \$235.00
- b. eCRBA application (\$100.00 payment already accepted by Consulate) plus a Tourist Passport- \$135.00
- c. Report of Birth Abroad (printed PDF) plus a No-Fee passport (military dependents ONLY and baby cannot travel outside of Germany/US) - \$100.00
- d. eCRBA (\$100.00 payment already accepted by Consulate) plus No-Fee Passport (military dependents ONLY and baby cannot travel outside of Germany/US) - you have paid on line in full
- e. Report of Birth Abroad (printed PDF) plus Tourist and No-Fee passports (Military dependents ONLY)- \$235.00
- f. eCRBA (\$100.00 payment already accepted by Consulate) plus Tourist and No-Fee passports (Military Dependents ONLY) - \$135.00

5. If the sponsor is active duty military and wishes a No-Fee passport for the baby: The sponsor MUST bring in a Letter of Command Sponsorship, a DD 1056 Authorization for an Official Passport, and a copy of assigning orders to Germany. See your S-1, Personnel or Admin Section/Clerk, or Commandants Office for these documents.

6. Have pictures taken. One passport photo measuring 2x2 inches of the baby with eyes open, facing the camera, for each passport application.

Active duty and government civilian dependents may have photos taken at no charge in the professional photo Lab located in Bldg 2948 2nd floor, on a walk-in basis on M-F 0730-1130, 1230-1600. DSN: 596-2710; CIV: 09641-70-596-2710.

Contractors and NAF employees must provide their own photos.

No part of a parent's body can be visible in the photo. No headbands, hats, etc. See <http://travel.state.gov> for guidelines.

7. ATTEND your appointment, Passport and SOFA Office, Panzer Kaserne, Bldg 2915 Room 314.

BOTH BIOLOGICAL PARENTS and BABY MUST BE PRESENT! (This includes those using eCRBA)

BRING:

- a. Geburtenregister -this is generally a three page document from the Rathaus. (The Auszug and the Geburtsurkunde are NOT acceptable) OR Military Hospital Report of Birth
- b. Both Parent's Passports (US or Foreign) (if active duty member has no passport then provide Original US birth Certificate) These documents will be at the Frankfurt Consulate for 6-12 weeks.
- c. Original Marriage Certificate
- d. Original Divorce Decrees
- e. Original Name Change Documents
- f. Parents Military ID cards (copies will be made)
- g. Form DS 2029 Application for Report of Birth Abroad TYPED, hand written is not accepted. If you have used eCRBA, the agent should already have this.
- h. Form DS-11: Application for a U.S Passport with bar code in the upper left corner
- i. Photo(s)
- j. If applying for a No-Fee Passport: DD 1056 and Command Sponsorship Memorandum and Orders and attached memo regarding SSN. A No-Fee Passport will take a few weeks longer and comes back separately.
- k. Any other documents on the checklist that apply to you: Certificate of Naturalization, Certificate of Citizenship, Paternity documents for all parents not married for at least one year prior to the birth (Vaterschaftsanerkennung and Sorgerecherklaerung and DS-5507), all absent parent documents, etc.
- l. Cashier's Check or Money Order
- m. Proof of Physical Presence:
Primary evidence documents include: A copy of Officer Record Brief/ Enlisted Record Brief/SERF/SRB, DD-214, Transcripts from High School and/ or College, wage statements. Secondary evidence includes: Credit Card bills, Utility Bills, Tax forms, Airline ticket stubs, Former/Current Passport with stamps.

Two US citizen biological parents married to each other must have had a residence in the US; two data points- birth in the US and marriage in the US MAY suffice. However, additional proof from the above list will make your application easier and quicker for the Consulate to process.

US citizen parents married to Non-citizens must bring proof of living in the United States. See list above.

Married US citizen mothers must prove one year of physical presence prior to the birth of the child.

Married US Citizen fathers must prove 5 years of physical presence (prior to the birth) two of which must be after the age of 14.

An American UNWED parent of either sex must prove 5 years of physical presence (prior to the birth) two of which must be after the age of 14.

8. It generally takes 8-12 weeks for the entire packet to be returned to you if using the fillable PDF. It is expected that using the eCRBA process will result in a processing time of 6-10 weeks.

Do not plan any leisure travel during this period. Your baby cannot cross any borders without a passport and the parent's passports (and all other original documents) will also be at the consulate. If you are due to PCS, let us know at your appointment and provide orders as soon as possible.

A No-Fee Passport will take approximately a month longer and comes back separately.

9. When you receive the "Passport Pick-up" E-mail, only one parent with their ID card needs to come in to pick up the entire packet. You should bring a SOFA Request Form (AE600-77A) so that we can produce a SOFA card for your child's passport which allows them to stay in Germany beyond the normal 90 day tourist visit. We will also provide assistance in applying for your child's Social Security Number at this time.

We look forward to meeting you and your newest addition to the family,

V/R

USAG STUTTGART PASSPORT AND SOFA CARD OFFICE

Panzer Kaserne Bldg 2915 Room 314

DSN: 314-596-2009/2767/2539

CIV: 09641-70-596-2009/2767/2539