



# 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.

**Congratulations on the Birth of your child!**

**Follow the below steps in order to process the Consular Report of Birth Abroad and Passport application.**

Step 1: To start the process of the Consular report of birth abroad, go to the following website, <https://travel.state.gov>.

Click on MyTravelGov in the upper right hand corner. Click on "FOR YOUR MYTRAVELGOV ACCOUNT LOG-IN." When the page opens, click on Sign up if you do not have an account. Once you have created the account, you will receive an email to activate the account. Once the account is activated, you can then apply for the e-CRBA.

In order for your application to process correctly, you will need to ensure the following:

1.) **Provide the following email address for your application to be forwarded to the correct office ([usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil](mailto:usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil))** in your online application when asked for the "Contact Information for Parents." You can also add your personal email address as well in the event, you must be contacted.

2.) Your application will ONLY process with one of the two birth certificates:

**GEBURTENREGISTER (must be ordered) OR U.S. Military Hospital Birth Record AE Form 40-400B**

Step 2: Once the Consulate has accepted your application (7-10 business days), the Consulate will send your application to the Wiesbaden Passport office and we will contact you to schedule your appointment.

Step 3: Please use the attached checklist and passport application instructions to properly prepare for your appointment. Bring all required documents from the checklist with you to the appointment.

**\*NOTE\* - Both parents and child must be present at time of appointment.**

**Please contact our office for any additional questions or concerns, you may have.**

[usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil](mailto:usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil)

DSN: 314-548-1605 / 1321CIV: 0611-143-548-1605 / 1321