



# HOW TO REGISTER YOUR NEWBORN



The USAG Rheinland-Pfalz MPD Passport Offices Staff wishes all the best to you and your precious little one. We're looking forward to assisting you with processing your application for the Consular Report of Birth Abroad (CRBA) Certificate and Tourist Passport.

# Customer Service Information

## Kleber Kaserne Passport Office

Kleber Kaserne, Building 3245, Room 113  
Mannheimerstr 67657, Kaiserslautern

Please send an email to the Kleber Passport Office for instructions:  
[usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil)

## Baumholder Passport Office

Smith Barracks, Building 8660  
Bayonet Drive 55774, Baumholder

Please send an email to the Baumholder Passport Office for instructions:  
[usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil)

CRBA appointments are held on Thursdays for both locations.

*Please allow 10 business days for review by the U.S. Consulate.*

# What Is a CRBA and Why You Need It

A Consular Report of Birth Abroad (CRBA) is a formal document certifying the acquisition of United States citizenship at birth for a person born abroad to a U.S. citizen parent or parents who meet the requirements for transmitting citizenship.

We recommend that parents apply for the CRBA as soon as possible after the child's birth to receive their newborn's U.S. Tourist Passport.

This process can take several months so it is important to complete this before leaving Germany. Note that your child can not leave Germany until acquiring a U.S. Passport.

The following pages describe the application process for your newborn's CRBA and Passport.

**Page 4** provides a checklist for the eCRBA and Passport processes.

**Pages 5—6** describes the documents required for both processes.

**Page 7** provides examples of documents.

# Register Your Newborn Checklist

Maintain this checklist throughout the CRBA process

- Gather original documents (described on Page 5)
  - Evidence of child's birth (AE 40-400B or Geburtenregister)
  - Proof of parents' citizenship
  - Current marriage certificate
  - Divorce decrees (if applicable)
  - Proof of physical presence in the U.S.
- Keep physical documents together in a folder for later use
- Visit <http://www.mytravel.state.gov> to create account and eCRBA application
- Pay the \$100 eCRBA fee at the end of the online application
- Write down the following info:
  - Application ID \_\_\_\_\_
  - Application Date \_\_\_\_\_
- After submitting the eCRBA application, wait 10 business days and reach out to our office to provide:
  - Child's Name
  - Child's DOB
  - Application ID
  - Application Date
- Passport agent sets CRBA/Passport appointment
  - Appointment Date: \_\_\_\_\_
  - Appointment Time: \_\_\_\_\_
- Gather additional items for the tourist passport application (described on page 6)
  - DS-11 Passport Application Printed from <https://pptform.state.gov>
  - Infant 2"x2" passport photo
  - Copy of both parents' military ID cards (front and back)
  - Money order for \$135 made out to the U.S Department of State.
- (Optional)** Gather second set of items for no-fee/official passport application
  - Justification for special issuance passport (see next page)
- Ensure both parents and your newborn are at the appointment and remember to bring all documents collected during this process

*Do NOT set an appointment at the consulate, they do not service DoD personnel directly.*

# Descriptions of eCRBA Documents

Documents must be in English or German. All original documents (except ID cards) will be sent to the consulate with the CRBA application. Everything will be returned upon pick up of the CRBA and Tourist Passport.

## **Evidence of child's birth (examples on page 7)**

Children born on base will receive an AE 40-400B from the hospital. Ensure the parents' information is accurate.

Children born off base will need a multi-page German document called the "*beglaubigte Abschrift/Ausdruck aus dem Geburtenregister*." Parents will need to contact the Standesamt/Rathaus in the city of birth to request this form. It is not automatically given when the child is born.

## **Proof of parents' citizenship**

U.S. parents must provide their U.S. Passports. If a parent does not have a passport, a U.S. Birth Certificate or Naturalization Certificate is acceptable.

Foreign parents must provide their foreign passport.

## **Current marriage certificate**

Original marriage certificate is required whether the parents are married to each other or someone else.

## **Divorce decrees (if applicable)**

Original divorce decree(s) from one or both parents must be included in the CRBA application.

## **Proof of physical presence in the U.S.**

The U.S. Consulate requires five years proof of residency in the U.S. before the child's birth. The time covered does not need to be consecutive nor the most recent five years; but must all be from one U.S. citizen parent. U.S. parent can provide the following: STP (Army), SURF (Air Force), DD-214, High School or College Transcripts, Tax Returns or W-2s (considered secondary proof).

If the parent transferring U.S. citizenship will be absent, they must complete and notarize a DS 5507 "Affidavit of Physical Presence or Residence, Parentage, and Support."

# Descriptions of Passport Documents

## **DS-11 Passport Application**

Navigate to <https://pptform.state.gov> and use the “Form Filler” option to create an application. Do NOT fill in a blank PDF. Only print pages 5-6. If done correctly, the printed form should have a barcode in the top-left corner.

## **Infant 2”x2” passport photo**

The VIOS Photo Lab will take and print passport-size photos of your newborn for free. They usually accept walk-ins, but as always it is best to call ahead. Your child cannot be wearing white for their photo.

Kleber Kaserne – Building 3266 – 0631-411-7578

Baumholder – Building 8474 – 0611-143-531-2516/-17

## **Copy of both parents’ DoD-issued ID cards**

Copies of Common Access Cards (CAC), retiree, and dependent IDs are authorized for official matters. Must copy both front and back of ID. IDs must be current and shown to the passport agent.

## **Money order or cashier’s check**

You can purchase these at any Army Post Office, Service Credit Union, or Community Bank branch. The cost for a minor’s tourist passport is \$135. If you would like to order an “optional” passport card, it is an additional \$15 fee. Money Order made out to: U.S. Department of State.

## **Justification for special issuance passport**

Active-Duty members must provide an approved Command Sponsorship Memo from Battalion S1 with the newborn listed as justification for a no-fee passport.

Government civilians and/or contractors must provide:

- DD 1614 (Travel Orders)
- DD 1617 (Transportation Agreement) or OTEX.

## **DS 3053 “Statement of Consent: Issuance of a U.S. Passport to a Minor under age 16”**

If one parent will be absent, they must submit a notarized DS 3053 and a photocopy of the front and back of their ID shown to the notary.

If the absent parent is unable or unwilling to submit the DS 3053, please contact our office to determine how to proceed.

# Examples of Documents

AE 40-400B (born on base)

or

Geburtenregister (born off base)

REPORT OF CHILD BORN ABROAD OF AMERICAN PARENT(S) (AE Reg 40-400)		
Section I - Newborn Child's Data		
Name (first, middle, last)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of birth (month, day, year)	Time of birth	Weight (in grams)
Place of birth (name of hospital/clinic, city, and country)		
Section II - Parents' Data		
Item	Father	Mother
Full name (also give mother's maiden name)		
Date and place of birth		
Nationality		
Religion (if given)		
U.S. passport number, date, and place of issue		
Rank, grade, or status		
Present unit and local residence addresses (full mailing addresses)		
Date and place of marriage		
Section III - Hospital Certification		
I hereby certify that I was the attending physician at the birth of the child named in Section I and that all data given concerning the birth of the child is correct to the best of my knowledge:		
Typed name and signature of attending physician	Rank	Medical Corps
This report was completed at (name of hospital/clinic)	On (month/year)	
Typed name and signature of registrar	Rank	Medical Corps

AE FORM 40-400B, JUL 03 All other editions are obsolete.

Geburtenregister	
Standesamt, Nummer	Filderstadt, 08116042
Registernummer	G 568/2022 0
Anlass der Beurkundung	Geburt
Tag, Uhrzeit der Geburt	21.01.2022, 03:50 Uhr
Ort der Geburt	Filderstadt, Im Haberschlag 7
Kind	
Geburtsname	
Vorname(n)	<i>Child's name</i>
Geschlecht	weiblich
Religion	
1. Mutter	
Familienname	
Geburtsname	
Vorname(n)	<i>Mother's name</i>
Geschlecht	weiblich
Religion	
2. Vater	
Familienname	
Geburtsname	
Vorname(n)	<i>Father's name</i>
Geschlecht	männlich
Religion	
Ort, Tag der Beurkundung	Filderstadt, 18.03.2022
Urkundsperson	Schunke, Standesbeamtin

## Consular Report of Birth Abroad (CRBA)

