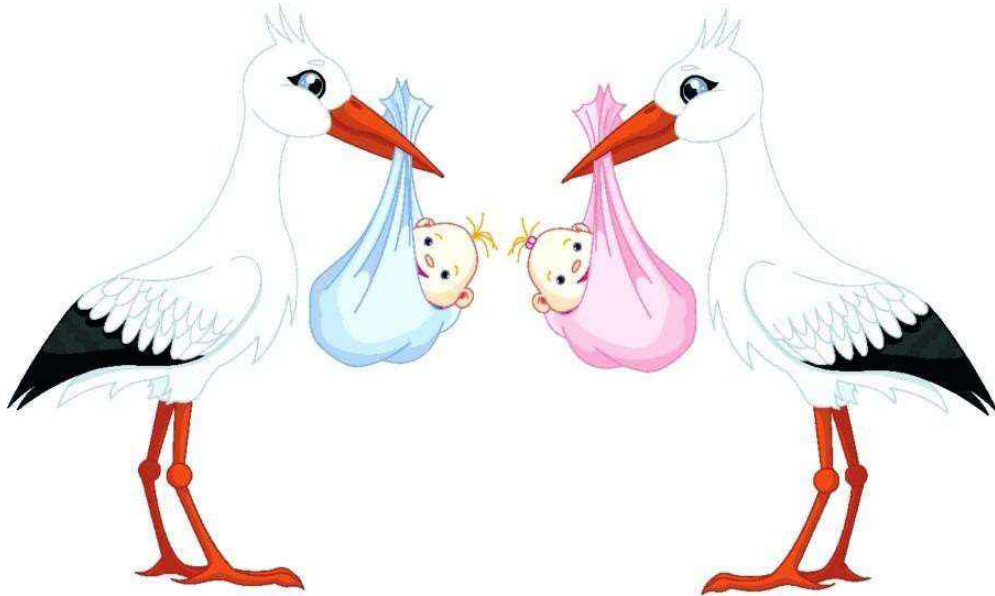


Your guide to obtain the Consular Report of Birth Abroad/No Fee/Tourist Passport for your newborn child



(NEWBORN CHILDREN ONLY)

The Spangdahlem Passport Office staff wishes all the best to you and your precious little one. We're looking forward to assist you with the processing of the birth registration and your baby's first passport.

OPR: 52 FSS/FSPMS Passport

DSN: 452- 4448

COM: 06565-61-4448

Office Email:

52mss.dpmpsp@us.af.mil

Revised 1 October 2022

Introduction

If you are a US citizen and the parent of a child born outside of the United States, you will need to document your child's US citizenship with a "Consular Report of Birth Abroad (CRBA)." You may also apply for your child's first passport and social security card when you report your child's birth. A SSN will not be issued unless your baby has a CRBA and a US passport.

Remember, if your baby is born in Germany, you have to get a US Passport and Birth Certificate for him/her before they are eligible to travel outside of Germany. **We highly recommend you don't make any travel plans prior to holding the passport in your hand.**

Important Information: To start the birth registration process, please carefully read this package and prepare all required documents.

Birth Registrations are done by appointment only. After submission and payment of your eCRBA application online, the Frankfurt Consulate will review your package and notify our office of favorable adjudication or let us know if corrections are required. We will then contact you via e-mail to schedule an appointment with the Spangdahlem Passport Office (Bldg 131)

If you don't qualify for the eCRBA process, please contact our office at DSN 452-4448 COMM 0656-561-4448 or email: 52mss.dpmpsp@us.af.mil for further instructions.

Please be on time to your appointment! Showing up late by more than 5 minutes may result in having to reschedule you for a later appointment since we book appointments in 60-minute increments and the next customer may be waiting already.

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STEP 1: COLLECT ALL REQUIRED DOCUMENTS.

Note: We suggest you gather original documents pertaining to you and your spouse prior to the birth of your newborn. If you find anything missing, this will give you the chance to request a replacement of the missing document through <http://www.vitalchek.com>.

To apply for your child's Consular Report of Birth Abroad (CRBA), you will need to provide the following original documents:

Birth Evidence

Child's Foreign Birth Certificate (beglaubigte Abschrift/Ausdruck aus dem Geburtenregister) - This is the German birth certificate issued by local authorities on request. This document must show the biological parents' names. There are other short-form birth certificates (Geburtsurkunde) which are not acceptable for documenting your child as a US citizen. If you are unsure which certificate you have, please ask the Standesamt where it was issued if you have the "Beglaubigte Abschrift/Ausdruck aus dem Geburtenregister." Please bring in original copy. See attachment 5 on page 17 for a sample of Child's Foreign Birth Certificate.

OR

AE Form 40-400B - Report of Child Born Abroad of American Parent(s) when born in the US military hospital. Please ensure that the parents' info on the 40-400B matches their birth certificates (Name, Place of Birth etc). Please bring the original and two copies.

Children Born in Trier

Children born in Trier are not automatically given a Geburtenregister. You will need to visit the Standesamt (Registry Office) in Trier or apply online at https://www.antrag24.de/?utm_source=hochzeit.com&utm_medium=textlink&utm_campaign=standesamt

The current address is:
Standesamt Trier
Domfreihof 1b
54290 Trier

Contact Info:
Phone: (0651) 718-2348
E-Mail: standesamt@trier.de
Website: <http://www.trier.de>

Evidence of Parents' Citizenship and Identity

Your current passport is the preferred form of proof and must be submitted. Your US birth certificate/naturalization certificate is also acceptable if you are not in possession of a passport. Foreign spouses must also submit their foreign passport along with the birth registration application per the Department of State (DoS). Please bring originals. The passports will be returned to you along with the birth certificate and passport of the child. If you require your passport for traveling, please ask our military passport agents for guidance. One US citizen parent must provide proof of physical presence in the US. Please submit W-2's, high school transcripts, or proof of military service (SURF, showing stateside assignments). See attachment 1 for proof of physical presence examples on page 10.

Military/Civilian/Contractor Privilege and ID card and/or Spouse's Dependent ID Card

Please ensure that the expiration date for the photo ID (U.S. military ID or military dependent ID, fully valid driver's license, or enhanced driver's license with photo, etc.) that you are providing has 90 days of validity for the application processing time.

Proof of the relationship between the US citizen parent(s) and the child

Your child's AE Form 40-400B or foreign birth certificate containing both parents' names is the best form of proof. If you are married, we need to see your original marriage certificate. If you have prior marriages, we need to see your original divorce decree, we need to see your original divorce decree, annulment, or death certificate. If your document is in a language other than English or German, a certified translation must be provided. All marriage certificates, divorce decree, annulment or death certificates must be submitted in original form. They will be returned to you along with the birth certificate and passport.

Proof of Command Sponsorship

If you are eligible for and would like to request a no-fee passport, you will need to provide a command sponsorship approval letter, SURF with current DEROS, and orders bringing you to Germany at the time of the birth registration appointment. If you haven't started this process yet, please obtain information at the MPS Career Development, Building 131 Room 211. They are open for walk-in customers Monday-Friday from 0800-1100 and for appointments from 1100 - 1500. Please note that command sponsorship can't be initiated until after the 2 week "well baby" appointment.

MyTravelGov

MyTravelGov is a new feature from the U.S. Department of State's Bureau of Consular Affairs. With a MyTravelGov account, you can securely apply for consular services online. Right now, the only service available to the public is the electronic Consular Report of Birth Abroad (CRBA) for those applying in Frankfurt, Mexico City, Paris, and Tokyo. We are testing our online passport renewal service with a limited audience.

To apply for consular services online, you need to first create a [MyTravelGov](#) account.

Use Google Chrome or Microsoft Edge to access MyTravelGov. You can also use Safari on MacOS (iMac) but cannot use Safari on iOS (iPhone and iPad).



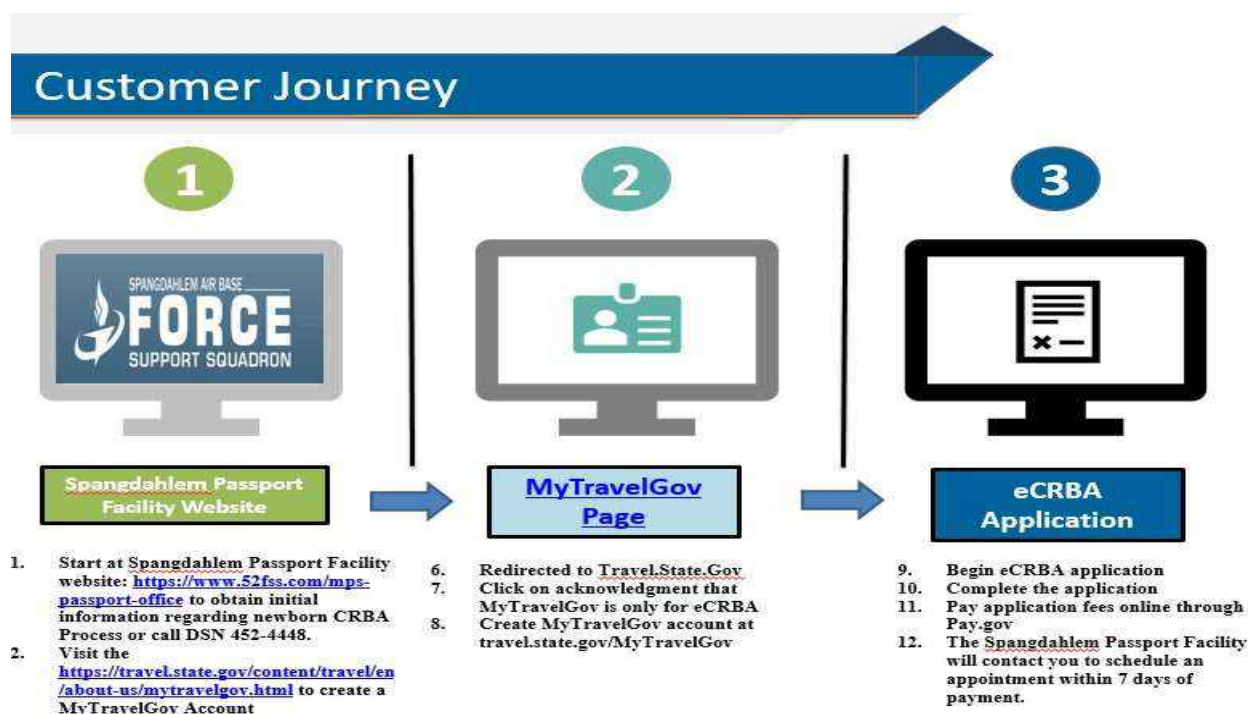
CLICK HERE FOR YOUR MYTRAVELGOV ACCOUNT LOG-IN

STEP 2: COMPLETE FORM DS-2029, APPLICATION FOR CONSULAR REPORT OF BIRTH ABROAD (CRBA).

Effective 29 March 2019 - New eCRBA process: The eCRBA service enables applicants to apply online for a CRBA instead of the traditional paper DS-2029.

eCRBA Features via MyTravelGov

First, scan and save all required documents as PDF files on your computer. Then, register for an account at MyTravelGov and create an eCRBA application following below steps in the info graph.



To create a MyTravelGov account:

1. Visit the following web site:
<https://travel.state.gov/content/travel/en/about-us/mytravelgov.html>
2. Select “Click here for Your MyTravelGov Account Log-In”

MyTravelGov

MyTravelGov is a new feature from the U.S. Department of State's Bureau of Consular Affairs. With a MyTravelGov account, you can securely apply for consular services online. Right now, the only service available to the public is the electronic Consular Report of Birth Abroad (CRBA) for those applying in Frankfurt, Mexico City, Paris, and Tokyo. We are testing our online passport renewal service with a limited audience.

To apply for consular services online, you need to first create a [MyTravelGov](#) account.

Use Google Chrome or Microsoft Edge to access MyTravelGov. You can also use Safari on MacOS (iMac) but cannot use Safari on iOS (iPhone and iPad).



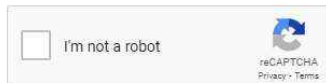
3. If you do not have an account, sign up:

Sign In

Sign in to securely access your consular applications and services.

* Email Address:

* Password



[Forgot your password?](#)

[Sign in](#)

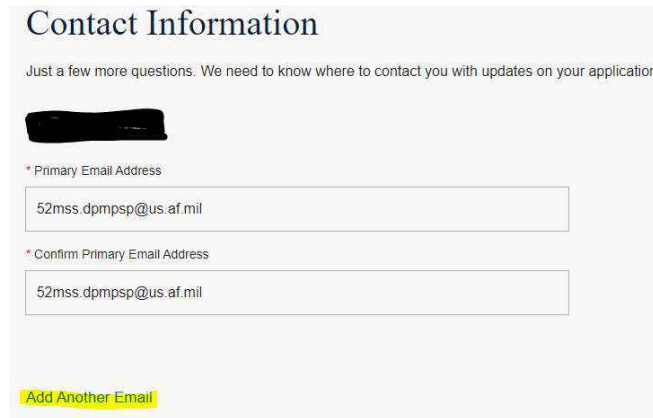
[Don't have an account? Sign up](#)

4. Select “Apply for CRBA” to begin the application”



The eCRBA application is self-explanatory and you can save your information and return for completion at any time. **Please provide all U.S. residency dates from both parents birth until the most current one and upload applicable documents as required.**

IMPORTANT: When adding the parent's contact information in the eCRBA application, please ensure you enter the Spangdahlem's Passport Offices's e-mail address as the primary e-mail address (52mss.dpmpsp@us.af.mil). This will inform the Consulate staff which military passport facility will be processing your CRBA documents.



Next, select “Add Another Email” to add your personal or military e-mail address as an alternate so we can contact you to schedule an appointment. Print off the confirmation at the end, but **DO NOT SCHEDULE A CRBA INTERVIEW APPOINTMENT AT THE FRANKFURT CONSULATE.** The Consulate will contact us within 2 to 3 weeks of payment after they have completed the adjudication review of your eCRBA application. We can then schedule an appointment for you to visit our office. During this appointment, you will take the oath and we will collect your original documents, as well as accept the passport application(s) if applicable. eCRBA applications will take priority. Once documents are received at the Consulate via our courier service, cases will be expedited over traditional paper cases. You can expect the CRBA and new passport to be returned within 6 to 8 weeks.

52 FSS Passport Office E-Mail
52mss.dpmpsp@us.af.mil

Traditional CRBA process (For In Vitro & Surrogacy Births)

*****MUST BE TYPED*****

In these instances, the eCRBA service is not authorize. Please complete the DS-2029 application on the following web site:

https://eforms.state.gov/editdocument.aspx?documentid=218&from=2&categoryid=1&form_format=3&Width=1356

OR

Contact the Passport Office for further assistance.

STEP 3: COMPLETE FORM DS-11, APPLICATION FOR A US PASSPORT.

*****MUST BE TYPED*****

Please complete a DS-11 using the wizard on the following web site:

<https://pptform.state.gov>

If applying for both the no fee and tourist passports, then complete two (2) DS-11 with Spangdahlem's Passport Facility's addresses as the Mailing Address:

Tourist Passport

**52 FSS/FSPS/PASSPORT OFFICE
UNIT 3670
APO AE, 09126**

No-Fee Passport

**52 FSS/FSPS/PASSPORT OFFICE
GEB 131 RM 10354529
SPANGDAHLEM, GERMANY**

Upon completion, select "Create Form" and print the form. Please only print Pages 5 and 6 on US Letter size format (no A4 format authorized) and **single-sided**. There will be a bar code on the top left corner of Page 5. If your form doesn't show this bar code, you will need to start over. See Attachment 3 for a DS-11 application for a NO FEE passport example on page 15. Please **DO NOT** sign the form. Both parents must sign the form in the presence of a military passport agent.

STEP 4: ADDITIONAL ITEMS REQUIRED FOR THE BIRTH REGISTRATION APPOINTMENT.

Passport Photos

Two recent passport photos (biometric), measuring 2" x 2" or 5 cm x 5 cm. The child must be facing front on a white background. The face must be clearly visible; however, it is acceptable if the infants are closed. German-size passport photos are NOT acceptable for your child's US passport because they are too small and too dark in the background. It is recommended that you take your child to the **Brick House** in Bldg. 124. The cost of two photos is \$10.00. Their phone number is DSN 452-7260 Comm 06565-61-7260, their hours for photos are Mon-Fri 0800- 1630, Goal and Down days 0900-1400, Closed on Saturdays, Sundays, and federal holidays.

Fees and Forms of Payment

We may **only** accept a money order or cashier's check (Made out to: Department of State). **Cash, credit card or personal checks will not be accepted.** Payment for the eCRBA application is \$100.00 and must be made Online via direct payment from a U.S. bank account or with a major credit card.

If your child is command-sponsored and you're only requesting the traditional CRBA and a no-fee passport, the fee will be \$100. This covers the cost of the CRBA certificate; the US government will cover the cost of the no-fee passport. If you select to also apply for a tourist passport, the fee will be \$235.00 (this covers the cost for the birth certificate \$100 and the tourist passport \$135). A tourist passport is required if you plan any leisure travel outside of Germany and the US.

STEP 5: SCHEDULE AN APPOINTMENT FOR BIRTH REGISTRATION AND PASSPORT APPLICATION.

eCRBA process: We will contact you via e-mail to schedule an appointment for birth registration within 7-14 business days of submission and payment of your eCRBA or if corrections to your application must be made. All original required documents must be in order for the birth registration. Non-compliance may result in having to reschedule your appointment. This is a DoS requirement.

Traditional CRBA process: Bring in all documents for verification to schedule your appointment. Once the Military Passport Agent verify the documents to make sure that all the information is correct, then we will schedule the appointment. One parent can come in with all the documents without the newborn to accomplish this.

STEP 6: PERSONAL APPEARANCE OF PARENTS AND CHILD FOR BIRTH REGISTRATION AND PASSPORT APPLICATION.

Please bring your newborn to your scheduled appointment. We are required to see the child. Both parents must be present to sign the passport application and take an oath in the presence of a Military Passport Agent. Please refer to guidance referenced in Special Circumstances (Page 9) if one of the parents will not be available during the appointment.

STEP 7: PICK UP OF CRBA AND PASSPORT(S) AT THE PASSPORT OFFICE UPON NOTIFICATION OF RECEIPT.

Once your child's CRBA and passport(s) are received at our office, you will be notified per e-mail. The wait time is usually between 6 to 8 weeks but can exceed 8 weeks at times. The new eCRBA process should reduce the wait time by 2 weeks.

STEP 8: APPLY FOR YOUR CHILD'S SOCIAL SECURITY CARD.

The SS-5, Application for Social Security Card, will be returned to you along with the CRBA and passport(s) or you can complete the application SS-5, Application for Social Security Card, on the following web site:

<http://www.ssa.gov/online/ss-5.pdf>

We will provide certified copies of all required documents for submitting the social security card application. You will then need to mail these documents to below address for processing:

American Consulate General
Federal Benefits Unit
Giessener Strasse 30
60435 Frankfurt

Unfortunately, this will not be funded by the US Government. We recommend mailing the documents via the German Post Office to speed up the process. It will generally take an additional 6 to 8 months for the actual card to be mailed directly to you from the United States. Our office is not able to track the progress of your application. Any questions must be directed to the Federal Benefits Unit at the Frankfurt Consulate. They can be reached at 069-905551100 or per e-mail: fbu.frankfurt@ssa.gov. We recommend if you plan to visit the United States to apply for the SSN there. The process takes only a few weeks in the CONUS.

Once you receive the social security card in the mail, please immediately stop by the ID Cards Office in the same building as the Passport Office to update DEERS. This is very critical to ensure proper Tricare entitlements.

This completes your Birth Registration process! Please ensure you always keep vital documents in a safe and secure place to prevent damage or theft. Do not laminate them!

SPECIAL CIRCUMSTANCES AND OTHER DOCUMENTS THAT MAY BE REQUIRED:

If the parents are not married or one parent is absent (TDY or Deployment), we need a notarized affidavit from the father. Please fill out the DS-5507 (Affidavit of Physical Presence or Residence, Parentage and Support) or fill out the Vaterschaftsanerkennung (If child was born out of wedlock). This will be a supporting document that will go along with the DS-2029. To complete the DS-5507 form, copy and paste this link into the address bar:

<https://eforms.state.gov/Forms/ds5507.pdf>

If the child is conceived or born prior to marriage, you may need to submit affidavits or evidence depending on the circumstances surrounding the child's birth/conception. The Passport Office will advise you prior to your appointment. Please let us know of your situation in advance so we can provide guidance.

If one parent/guardian is unable to appear in person, then a signed and notarized Form DS-3053, Statement of Consent from the non-applying parent/guardian, must be submitted. The non-applying parent or guardian must complete items 1 through 3 on the form providing written consent for the issuance of a passport for the minor child. The form is only valid for 90 days. This will be a supporting document that will go along with the DS-11. Please copy and paste the following link in order to complete a DS-3053 application:

<https://eforms.state.gov/Forms/ds3053.PDF>

Additionally, the non-applying parent or guardian consenting to the issuance of a passport for a minor child must:

- Sign and date Form DS-3053 in the presence of a Certified Notary Public, and
- Submit a photocopy of the front and back side of the ID that was presented to the Notary Public with Form DS-3053.
- If applying for both the no fee passport and the tourist passport for the child then we need two original DS-3053 to accompany each passport application (DS-1 1)

Other documents from the absent US citizen parent may be required if the applying parent is a non-US citizen.

If the minor child only has one parent/guardian, evidence of sole authority to apply for the child must be submitted in the form of a:

- Court order granting sole legal and physical custody to the applying parent (unless child's travel is restricted by that order) or
- Court order specifically permitting applying parent's travel with the child or
- Judicial declaration of incompetence of the non-applying parent or
- Death certificate of the non-applying parent
-

Privacy Act or Sensitive Personal Information: If you'd like to discuss matters in a more private environment away from other customers, please let us know in advance and we will make proper arrangements. Our passport agents are certified officials by the State Department and information provided to them will be handled with confidentiality and the utmost respect for your privacy. If you have any additional questions, please don't hesitate to ask one of our military passport agents.



Attachment 1: Proof of Physical Presence in the United States

When a U.S. citizen has a child born overseas some basic legal requirements must be met to document the child as a U.S. citizen. Depending on your situation, you will have to show evidence proving you were actually in the United States for enough time to qualify to transmit U.S. citizenship. In most cases the **U.S. citizen parent must present evidence she or he has been physically present in the United States for a minimum of five years total, two at least must have been after age 14. The Physical Presence in the United States is the actual document that you will upload on the eCRBA application and bring to your appointment at the passport office, this is separate from the physical presence dates on the DS-2029.**

NOTE: On the DS- 2029, please provide all U.S. residency dates from both parents birth until the most current one.

Physical presence means the actual time you were in the United States. It is an exact accounting. If you were a student in the United States, for an academic year and went abroad for the summer for instance, you have only 9 months of physical presence, not 12. There is no waiver. The exceptions to being on U.S. soil are for active U.S. military or U.S. government service overseas only. There are different situations to prove physical presence in the United States:

Examples of acceptable primary evidence of this physical presence include: Original school transcripts, records of military service showing nature of discharge (if any), Social Security income statements, and employment records. Please submit original statements rather than copies of originals.

Secondary evidence may include: income tax returns filed in the U.S., utility bills, medical records, former/current passports with stamps, airline ticket stubs, credit card bills, or notarized affidavits from former/current employers. The amount of time you must demonstrate that you resided in the U.S. to transmit citizenship to your child will depend on your marital status and if only one or both parents are U.S. citizens. More information can be found: <https://de.usembassy.gov/military-families/>

Military/U.S. Government service:

Records of U.S. military service (i.e. AMS SURF from military), employment with the U.S. government or certain intergovernmental international organizations; or as a dependent, unmarried child and member of the household of a parent in such service are helpful. If you were an unmarried U.S. citizen partner to someone in the circumstances listed above, this doesn't count toward your physical presence.

Note: Birth certificates or drivers' licenses do not constitute evidence of physical presence.

Attachment 2: Sample of Traditional DS-2029, Application for Consular Report of Birth Abroad



U.S. Department of State


OMB CONTROL NO. 1405-0011
Expiration: 03/31/2024
Estimated Burden: 60 minutes

APPLICATION FOR CONSULAR REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA

Registration Number

A. THIS SECTION TO BE COMPLETED BY THE CHILD'S PARENT(S) OR GUARDIAN(S) OR THE CHILD <small>(Use Section E Continuation Sheet If Additional Space Is Needed)</small>											
1. INFORMATION ABOUT THE CHILD											
1a. Name of Child in Full											
Last/Surname Doe			First John			Middle Bee					
1b. Sex		1c. Date of Birth			1d. Place of Birth						
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		month day year 01 01 1991			City Wittlich			Country Germany			
2. INFORMATION ABOUT MOTHER/FATHER/PARENT						3. INFORMATION ABOUT MOTHER/FATHER/PARENT					
NOTE: If the U.S. citizen parent, transmitting citizenship to the child is not present, he or she may complete Form DS-5507 Affidavit of Physical Presence or Residence, Parentage and Support and submit it separately. The parent completing this application need not provide information on the parent completing the Form DS-5507 on this DS-2029 Form but instead should check the box before the following statement below: <input type="checkbox"/> Please see the accompanying Form DS-5507.											
2a. Full Name						3a. Full Name					
Last/Surname Doe		First James		Middle Dean		Last/Surname Doe		First Jasmine		Middle Janette	
2b. All Previous Legal Names Used						3b. All Previous Legal Names Used					
Last/Surname		First		Middle		Last/Surname		First		Middle	
Last/Surname		First		Middle		Last/Surname		First		Middle	
Last/Surname		First		Middle		Last/Surname		First		Middle	
2c. Sex			2d. Date of Birth			3c. Sex			3d. Date of Birth		
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			month day year			<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			month day year		
2e. Citizenship: Were you a U.S. citizen or U.S. Non-Citizen National when the child was born? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						3e. Citizenship: Were you a U.S. citizen or U.S. Non-Citizen National when the child was born? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
2f. Place of Birth						3f. Place of Birth					
City Charlotte		State/Province North Carolina		Country United States		City Greenville		State/Province North Carolina		Country United States	
2g. Current Physical Address and Contact Information (Do not list P.O. Box, APO/FPO/DPO permitted) <input type="checkbox"/> Same as mailing address						3g. Current Physical Address and Contact Information (Do not list P.O. Box, APO/FPO/DPO permitted) <input checked="" type="checkbox"/> Same as mailing address					
Address Spangdahlemstrasse 8 City, State/Province, Country, Postal Code Spangdahlem, 54526 Phone Number(s) +4911111111111						Address Spangdahlemstrasse 8 City, State/Province, Country, Postal Code Spangdahlem, 54526 Phone Number(s) +4911111111111					
Email Address john.doe.874@us.af.mil						Email Address jasmine.j.doe.4.mil@mail.mil					
2h and 3h. Marital Status of the Parents <small>(This item requires a single response regarding both parents)</small>											
Were the biological parents married to each other when the child was born? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
Date and Place of Marriage to the child's other biological parent:											
month		day		year		City, State/Province, Country					
01		01		2016		Mebane, North Carolina					
Marital Status:			<input checked="" type="checkbox"/> Still Married <input type="checkbox"/> Divorced Date:			<input type="checkbox"/> Deceased Date:					
month		day		year		month		day		year	

Attachment 3: Sample of DS-11, Application for a US Passport



U.S. Department of State
APPLICATION FOR A U.S. PASSPORT
Use black ink only. If you make an error, complete a new form. Do not correct.

OMB CONTROL NO. 1405-0004
 EXPIRATION DATE 12-31-2023
 ESTIMATED BURDEN: 45 MIN

Select document(s) for which you are submitting fees:

U.S. Passport Book
 U.S. Passport Card
 Both
The U.S. passport card is not valid for international air travel. (See Instructions Page 3)
 Regular Book (Standard)
 Large Book (Non-Standard)
The large book is for frequent travelers who need more visa pages.

1. Name Last: **Doe** D O S NFR
 First: **John** Middle: **James** *****MUST INCLUDE MIDDLE NAME*****
 End # _____ Exp. _____

2. Date of Birth (mm/dd/yyyy): **01 01 1991** 3. Sex: M F
 4. Place of Birth (City & State if in the U.S. or City & Country as it is presently known.): **Cityville, NC**

5. Social Security Number: **000 00 0000** 6. Email (see application status at passportstatus.state.gov): **John.Doe.2947@us.af.mil** 7. Primary Contact Phone Number: **+49 111 111 11111**

8. Mailing Address Line 1: Street/RFD#, P.O. Box, or URB: **52 FSS/FSPS/PASSPORT OFFICE**
 Address Line 2: (Include Apartment, Suite, etc. If applicant is a child, write "In Care Of" of the parent. Example: In Care Of - Jane Doe, mother)
UNIT 3670

City: **APO** State: **AE** Zip Code: **09126** Country: (if outside the United States)

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)
 A: _____ B: _____

STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Second Signature Line (if identifying minor)

Driver's License
 State issued ID Card
 Passport
 Military
 Other _____
 Name: _____
 Issue Date (mm/dd/yyyy): _____ Exp. Date (mm/dd/yyyy): _____ State of Issuance: _____
 ID No: _____ Country of Issuance: _____

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Third Signature Line (if identifying minor)

Driver's License
 State issued ID Card
 Passport
 Military
 Other _____
 Name: _____
 Issue Date (mm/dd/yyyy): _____ Exp. Date (mm/dd/yyyy): _____ State of Issuance: _____
 ID No: _____ Country of Issuance: _____

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not performed any of the acts listed under "Acts or Conditions" on page 4 of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page 4 of the instructions to the application form.

Acceptance Agent (Vice) Consul USA
 Passport Staff Agent

(Seal)


Signature of person authorized to accept applications: _____ Date: _____
By signing this form, I certify that I have provided the verbal oath and witnessed the applicant's/legal guardian's signature.


Print Facility Name/Location: _____ Agent ID Number: _____
 Family ID Number: _____

Applicant's Legal Signature - age 16 and older
 Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)
 Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

Name of courier company (if applicable): _____

For Issuing Office Only → BK Card EF Postage Execution Other _____


DS 11 B 12 2020 1

Name of Applicant (Last, First, & Middle)		Date of Birth (mm/dd/yyyy)	
DOE, JOHN JAMES		01/01/1991	
10. Parental Information			
Mother/Father/Parent - First & Middle Name (at Parent's Birth)		Last Name (at Parent's Birth)	
JIM JOHN		DOE	
Date of Birth (mm/dd/yyyy)	Place of Birth (City & State if in the U.S. or City & Country as it is presently known)	Sex	U.S. Citizen?
03/03/1963	ACHORAGE, ALASKA	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Father/Parent - First & Middle Name (at Parent's Birth)		Last Name (at Parent's Birth)	
JANETTE JAYLA		JONES ***MUST BE MAIDEN NAME***	
Date of Birth (mm/dd/yyyy)	Place of Birth (City & State if in the U.S. or City & Country as it is presently known)	Sex	U.S. Citizen?
03/03/1964	ACHORAGE, ALASKA	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11. Have you ever been married? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, complete the remaining items in #11.			
Full Name of Current Spouse or Most Recent Spouse (Last, First & Middle)		Date of Birth (mm/dd/yyyy)	Place of Birth
U.S. Citizen?	Date of Marriage (mm/dd/yyyy)	Have you ever been widowed or divorced?	Widow/Divorce Date (mm/dd/yyyy)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Additional Contact Phone Number		13. Occupation (if age 15 or older)	14. Employer or School (if applicable)
		CHILD	
15. Height	16. Hair Color	17. Eye Color	18. Travel Plans (if no travel plans, please write "none")
2ft. 0in.	BROWN	AMBER	Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited
19. Permanent Address (Complete if P.O. Box is listed under Mailing Address or if residence is different from Mailing Address. Do not list a P.O. Box)			
Street/RFD # or URB			Apartment/Unit
SPANGDAHLEMSTRASSE 8			
City		State	Zip Code
SPANGDAHLEM			54526
20. Your Emergency Contact Provide the information of a person not traveling with you to be contacted in the event of an emergency.			
Name		Address: Street/RFD # or P.O. Box	
City	State	Zip Code	Phone Number
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, complete the remaining items in #21.			
Name as printed on your most recent passport book		Most recent passport book number	Most recent passport book issue date (mm/dd/yyyy)
Status of your most recent passport book: <input checked="" type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)			
Name as printed on your most recent passport card		Most recent passport card number	Most recent passport card issue date (mm/dd/yyyy)
Status of your most recent passport card: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)			
PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY			
Name as it appears on citizenship evidence			
<input type="checkbox"/> Birth Certificate	OR	<input type="checkbox"/> CR	City Filed: Issued: <input type="checkbox"/> Sole Parent
<input type="checkbox"/> Nat. / Citz. Cert.	USCIS USCIS	Date/Place Acquired:	AP
<input type="checkbox"/> Report of Birth	Filed/Place:		
<input type="checkbox"/> Passport	C/R B/R See #21 #/DOI:		
<input type="checkbox"/> Other:			
<input type="checkbox"/> Attached:			
<input type="checkbox"/> PIC of Citz		<input type="checkbox"/> PIC of ID	<input type="checkbox"/> D9-71 <input type="checkbox"/> D9-3053 <input type="checkbox"/> D9-64 <input type="checkbox"/> D9-5520 <input type="checkbox"/> D9-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> IRL <input type="checkbox"/> Citz W/S
		 DS 11 B 12 2020 2	

Attachment 4: Sample of Child's Foreign Birth Certificate (beglaubigte Abschrift/Ausdruck aus dem Geburtenregister)

Geburtenregister – Sicherungsregister	
Standesamt, Nummer	
Registernummer	
	Kind
Familiennamen	
Vorname(n)	
Geschlecht	
Geburtsdatum und Uhrzeit	
Geburtsort	
Religion	
	Mutter
Familiennamen	
Geburtsname	
Vorname(n)	
Religion	
	Vater
Familiennamen	
Geburtsname	
Vorname(n)	
Religion	
Ort, Tag	
Urkundsperson	
	Hinweise
	Eheschließung der Eltern des Kindes
Ort, Tag	
Behörde, Name	
Registernummer	
	Geburt der Mutter des Kindes
Ort, Tag	
Behörde, Name	
Registernummer	
	Geburt des Vaters des Kindes
Ort, Tag	
Behörde, Name	
Registernummer	
	Staatsangehörigkeit
Kind	
Mutter	
Vater	
	Recht der Namensführung des Kindes

**Sample
German birth
Certificate**

*** must have this
format of
birth Certificate
Others will not
be accepted...**

Geburtenregister

Standesamt, Nummer

Registernummer

Kind

Familienname

Vorname(n)

Geschlecht

Geburtsdag und Uhrzeit

Geburtsort

Religion

Mutter

Familienname

Geburtsname

Vorname(n)

Religion

Vater

Familienname

Geburtsname

Vorname(n)

Religion

Ort, Tag

Urkundsperson

Hinweise

Eheschließung der Eltern des Kindes

Ort, Tag

Behörde, Name

Registernummer

Geburt der Mutter des Kindes

Ort, Tag

Behörde, Name

Registernummer

Geburt des Vaters des Kindes

Ort, Tag

Behörde, Name

Registernummer

Staatsangehörigkeit

Kind

Mutter

Vater

Recht der Namensführung des Kindes

Recht

BIRTH REGISTRATION QUICK REVIEW CHECKLIST

Item Required	Initials	Notes or Corrections Required
DS-11 Application for Passport		
DS-2029 Application for eCRBA/CRBA		
Original AE 40-400B Child’s Report of Birth (Child born in Military Hospital)		
Original Child’s German Birth Certificate “Beglaubigte Abschrift/Ausdruck aus dem Geburtenregister” (Child Born in German Hospital)		
US Citizen Parent- Proof of US citizenship: <ul style="list-style-type: none"> • US tourist passport NOTE: If the parent does not possess a U.S. tourist passport then submit No Fee Passport or Official Passport. If the parent does not possess a U.S. passport then the Original U.S. Birth Certificate must accompany the application.		
Foreign Parent: Original Foreign Passport		
Original Marriage Certificate		
Original Divorce Decree (if applicable)		
Two Infant Passport Photo (2”x2”)		
Money order for \$135 (tourist passport). eCRBA will be paid online (\$100). No-fee passport is free of charge.		
Command Sponsorship Letter (for no-fee Passports only)		
Both parents and Child must be present during Birth Registration		
One Parent and Child present with notarized DS-3053 (2 originals will be required if applying for No Fee and Tourist Passport) and DS-5507		
For unmarried U.S. citizen fathers, we require a legal statement recognizing paternity: (“Vaterschaftsanerkennung”)		
U.S. Citizen Parent(s): Evidence of physical presence in the United States. (ex. AMS SURF from military) Please see attachment 1 on page 10.		

ALL ITEMS ABOVE NEED TO BE BROUGHT TO YOUR APPOINTMENT. ANY MISSING DOCUMENTS WILL CAUSE A DELAY AND RESULT IN RE-SCHEDULING YOUR APPOINTMENT.