Electronic Consular Report of Birth Abroad (eCRBA) Customer Application Instructions

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Overview

What is eCRBA?

eCRBA allows eligible U.S. citizen parents to complete an online CRBA application, upload all required documents, and submit payment prior to the in-person interview. Eligible candidates include those that can answer "yes" to ALL the below questions:

- Was the child born abroad (outside the U.S. and its outlying possessions)?
- Is the child under the age of 18?
- Was at least one parent a U.S. citizen or U.S. non-citizen national when the child was born?
- Are you a biological parent of a child born abroad who is applying for that child?
- Can you pay online via pay.gov using a credit card or bank account?

If you answer "no" to any of the above questions, contact your local embassy or U.S. consulate.

Document Purpose

This document will show step-by-step instructions on how to create, submit, and pay for a CRBA online using the new eCRBA system. If you are not able to complete an eCRBA, you may still complete a paper application and submit to your local embassy or U.S. consulate. Please visit their website for more information on how to complete an in-person CRBA application.

Step 1: Create an Account or Sign in to Your MyTravelGov Account

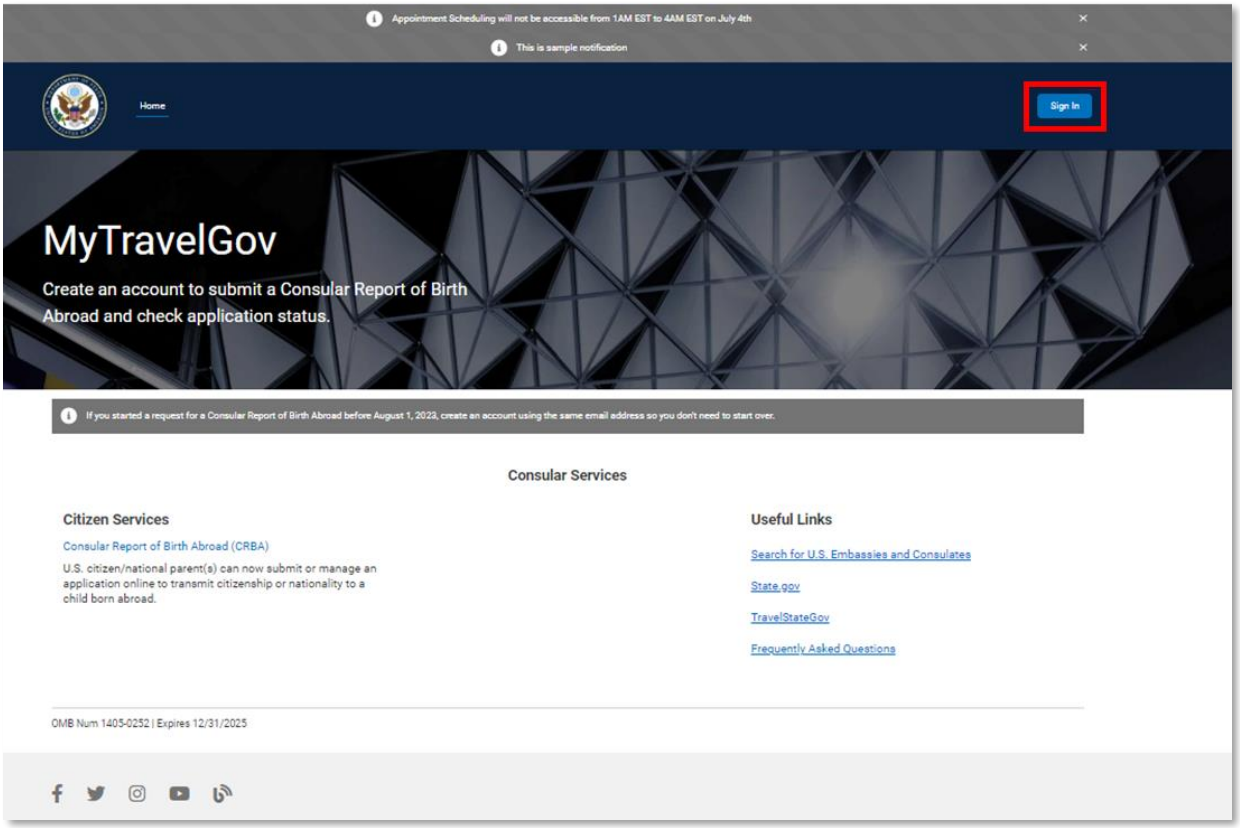
In order to apply for a CRBA you will start by registering for, or signing in, to your MyTravelGov account.

Note: *Customers will need to create a MyTravelGov account to start a new eCRBA application, access an existing application, or to finish an in-progress application. Upon navigating to MyTravelGov customers will be prompted to create a Login.gov account. If you have an existing Login.gov account, please login with your existing credentials. If you do not have a Login.gov account, please see the steps below to create an account.*

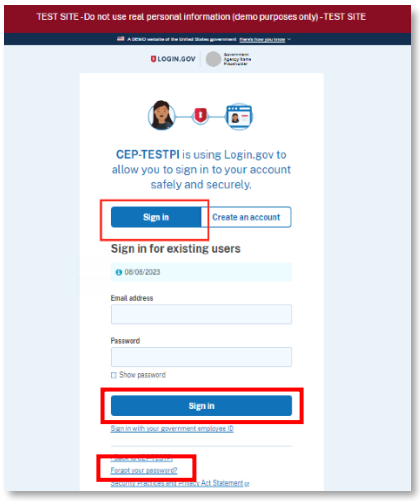
Important Notice: *If you had an existing MyTravelGov account and started or completed an eCRBA application prior to the integration of Login.gov with the MyTravelGov portal, you will need to create a Login.gov account using the* ***same email address*** *as your previous MyTravelGov account to access or view an existing application.*

Once an account is made, you can create and complete the eCRBA application.

1a. Visit the MyTravelGov sign in page and click the Sign In button.



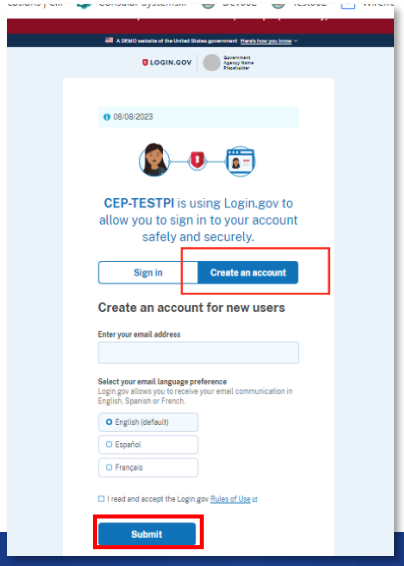
1b. If you have an existing Login.gov account, using the **same email** as your previous MyTravelGov account, select Sign In.



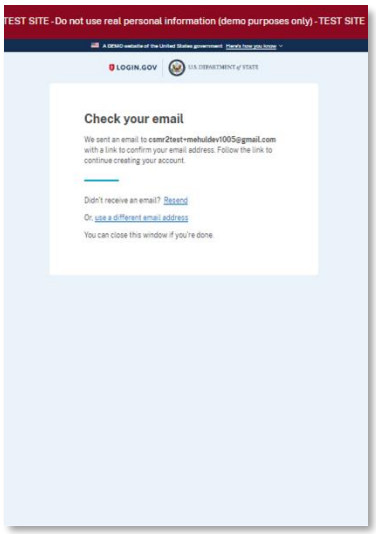
1c. Enter your email and password and select Sign in again. If you have forgotten your password, select Forgot Password underneath the Sign In button to reset your password.

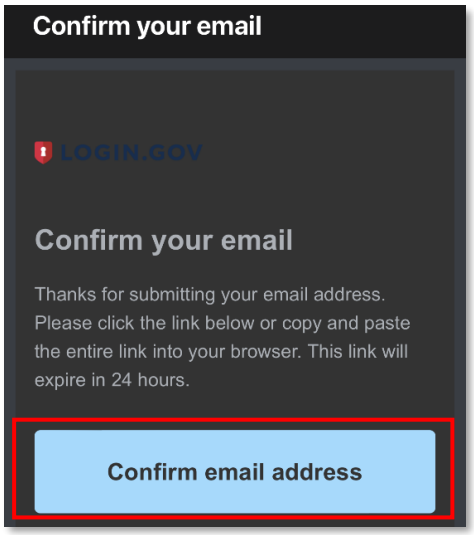
1d. Create an Account: If you do not have a Login.gov account select Create an account. Select your language and read the Rules of Use policy, then check the "I read and accept the Login.gov Ruse of Use" checkbox and select Submit.

*Note: If you have an existing eCRBA application, you must use the **same email address** used for your eCRBA account to view your existing application(s).*

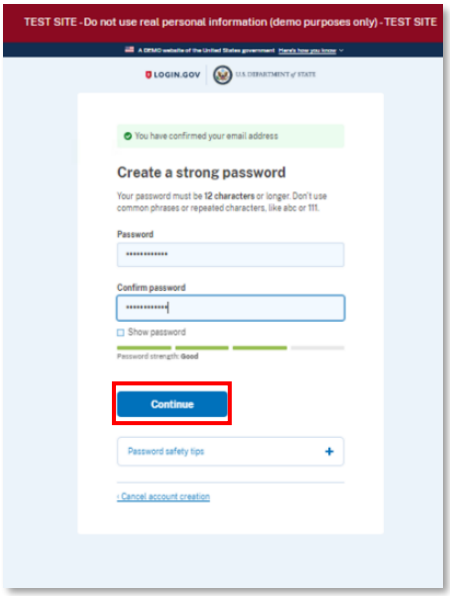


1e. Go to the email inbox you entered and open the "Confirm your email" message from Login.gov. Select the Confirm email address button.

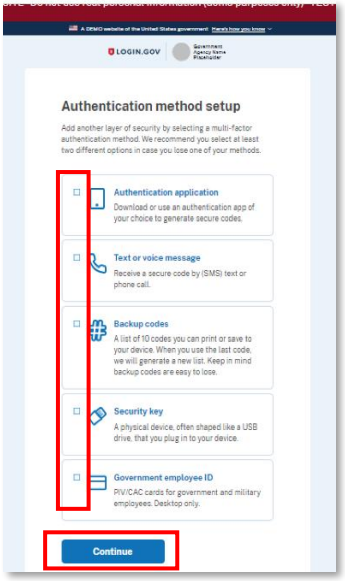




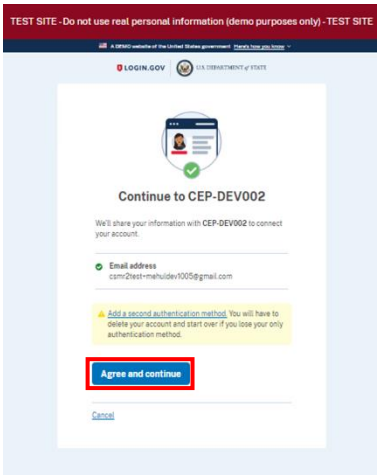
1g. Create a strong password and select Continue.



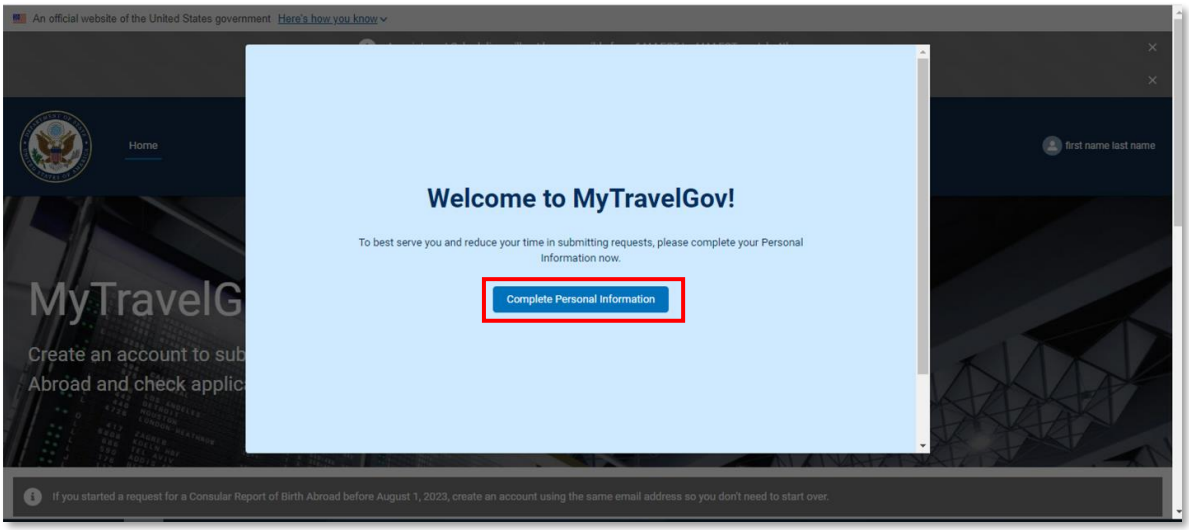
1h. You will be asked to set up two authentication methods. Select your preferred method and follow the directions for setup. You may skip the second method.



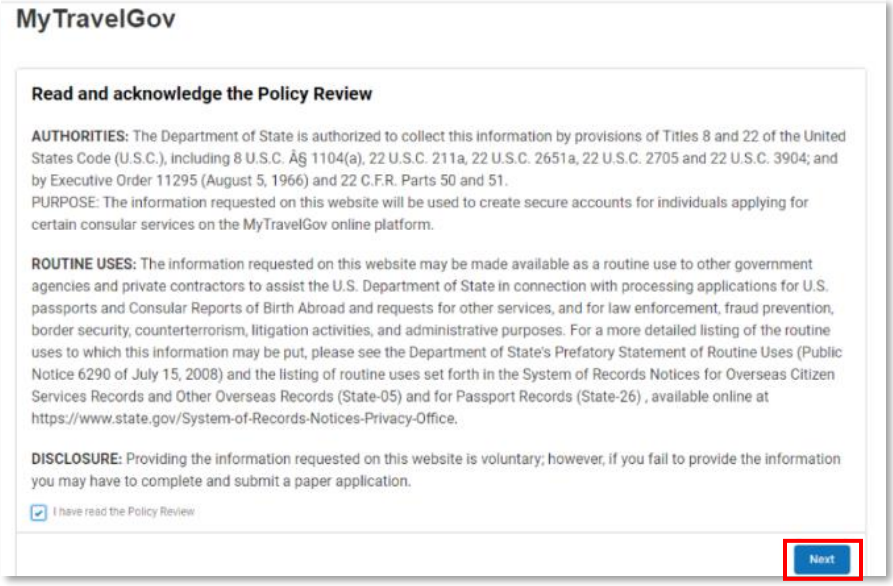
1i. Click on Agree and continue.



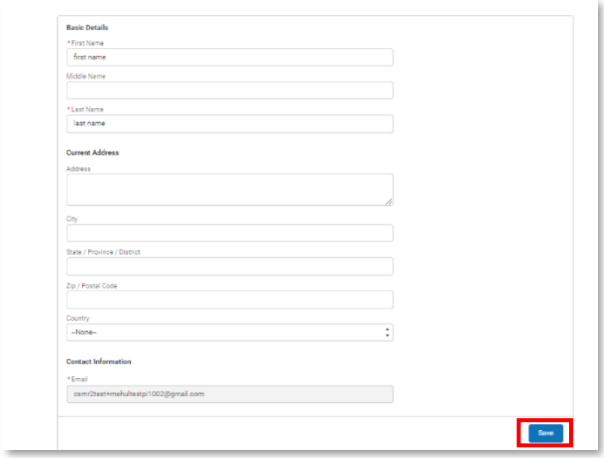
1j. You will be rerouted to the MyTravelGov homepage, where you will see a welcome message pop up. Select the Complete Personal Information button.



1k. Read the policy and click the I have read the Policy Review checkbox. Then select Next.



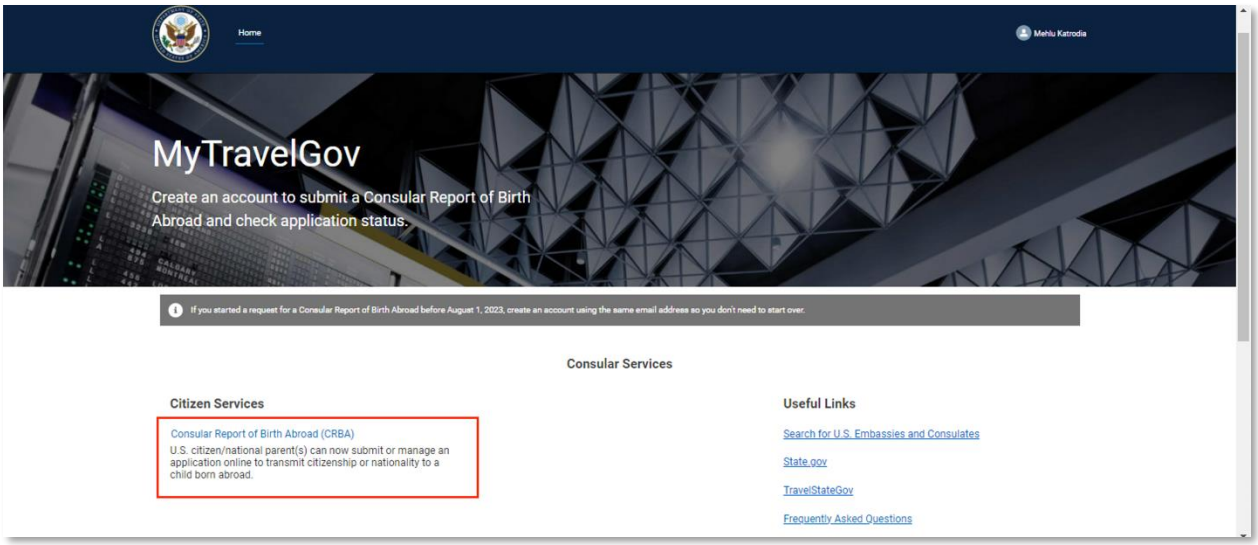
1l. Complete the user profile and select Save.



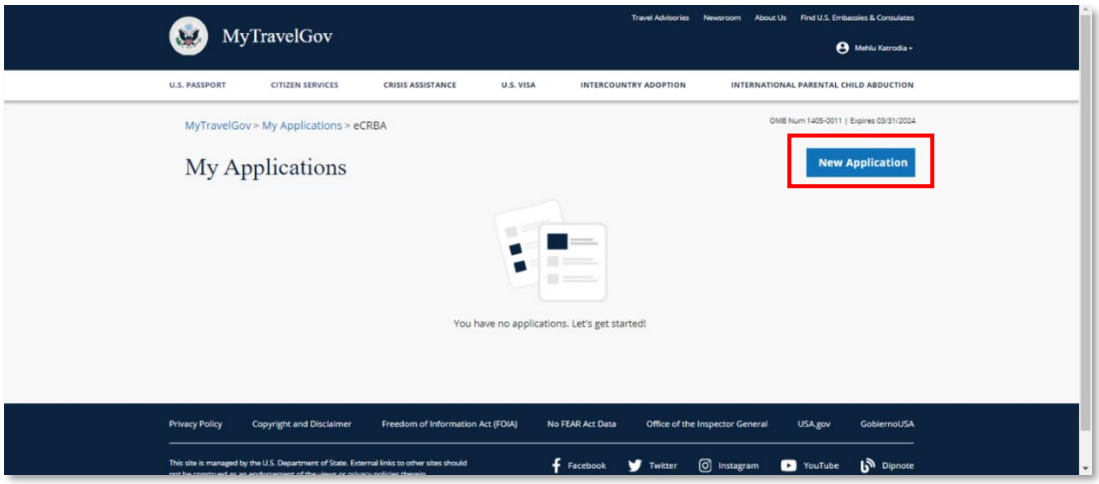
1m. The next screen will reroute you back to the MyTravelGov homepage, where you can start your eCRBA application.

Step 2: Create an eCRBA Application

2a. On the MyTravelGov homepage click Consular Report of Birth Abroad (CRBA).



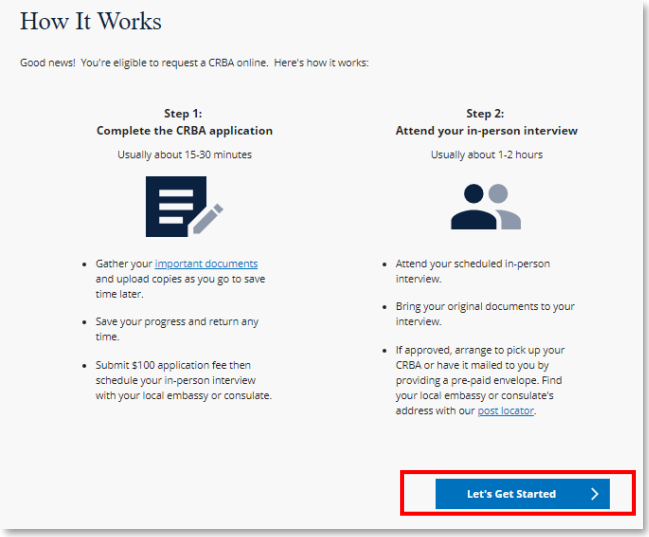
2b. If this is your first application, select New Application. If you have an existing application(s), they will show up on this page. Find the application you are looking for and continue where you left off.



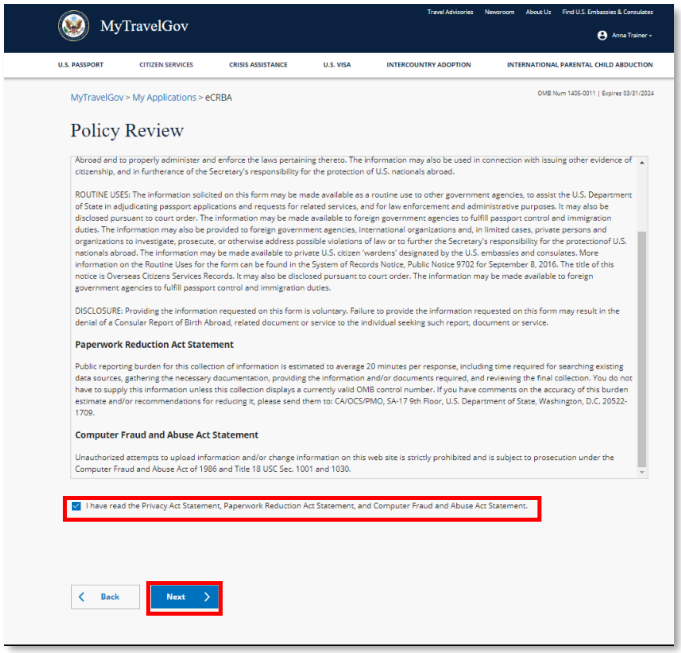
2c. Fill out the Consular Report of Birth Abroad Eligibility questions on the next screen and select Next.

Note: If you cannot answer Yes to all the eligibility questions, contact your local embassy or U.S. consulate.

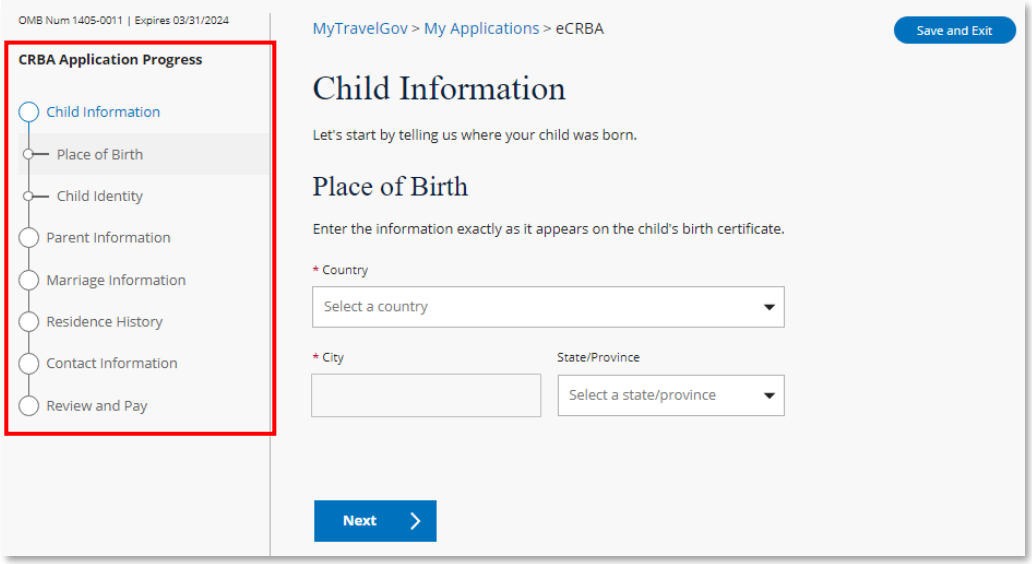
2d. If you are eligible to complete an eCRBA, you will receive the How It Works screen. Select Let's Get Started to continue.



2e. Read the policy and click the I have read the Policy Review checkbox. Then select Next.

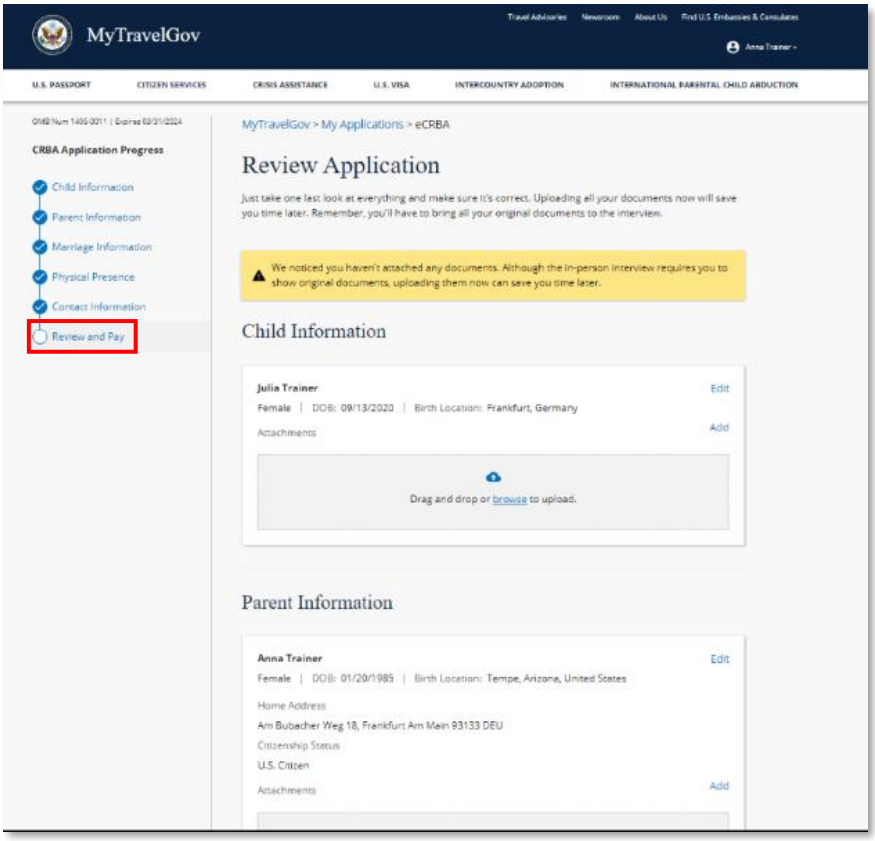


2f. Begin filling out the online application. On the left side of the screen, you will see the steps of the application process. As you proceed through the steps, you will be able to navigate around the application and see your progress. You may go back to previous sections, attach files, and edit as needed.

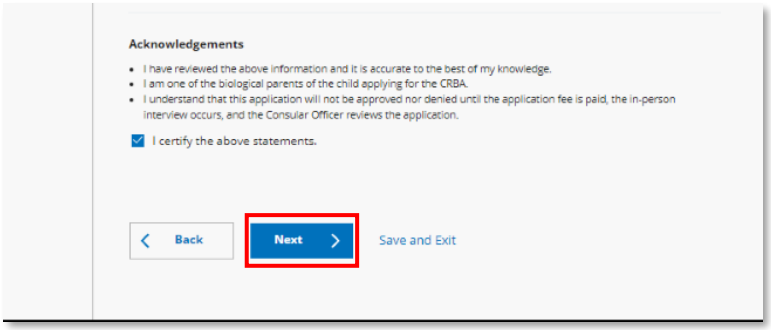


2g. Once all information has been input, the application will give you a chance to review before you pay. The eCRBA application will ask you to upload all required documents, all of which need to be presented on the day of the in-person interview where a consular officer will verify the documents. The required documents must be originals or certified copies and may include but are not limited to:

- Evidence of birth (typically, the original local birth certificate for the child)
- Proof of U.S. nationality for the transmitting parent(s) (typically, a U.S. passport or birth certificate)
- Parents' IDs
- Documentary evidence of parents' marriage(s) (may include marriage, divorce, or death certificate)
- Financials Support and/or Legal Relationship (for children born out-of-wedlock or court ordered support)
- A scanned and notarized Form DS-5507 (for children born out-of-wedlock)
- Proof of U.S. presence (e.g. bank, employment, school or tax records, rent receipts, etc.)



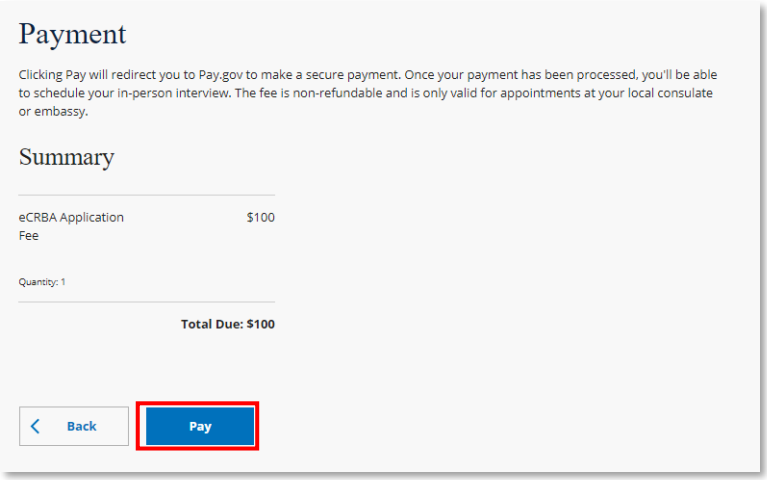
2h. Once you have reviewed, select the I certify the above statements checkbox then select Next.



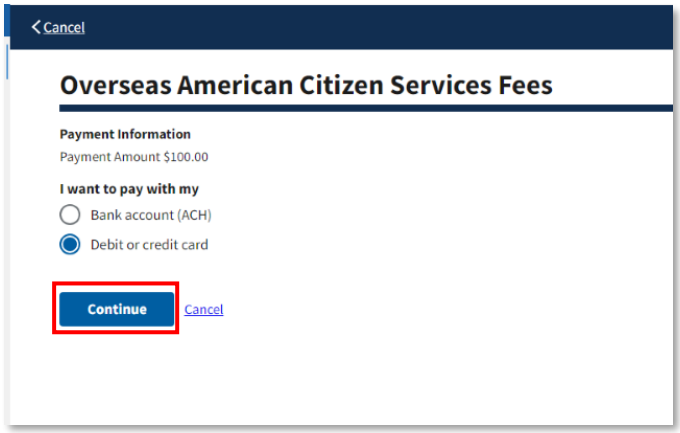
Step 3: Make Your Payment Online

3a. The final step of the application is the Payment section, where you can pay for your CRBA online via the U.S government's official payment site Pay.gov using a credit card or bank account. On the Payment screen you will see your Total Due. Select Pay

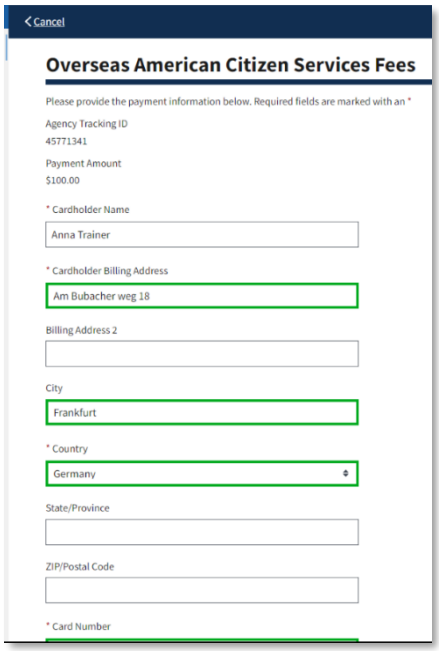
Note: The fee for a CRBA service is $100 per CRBA application.

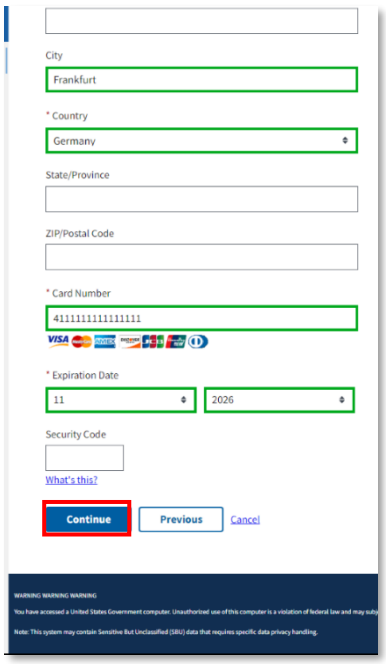


3b. Select your method of payment, then select Continue.

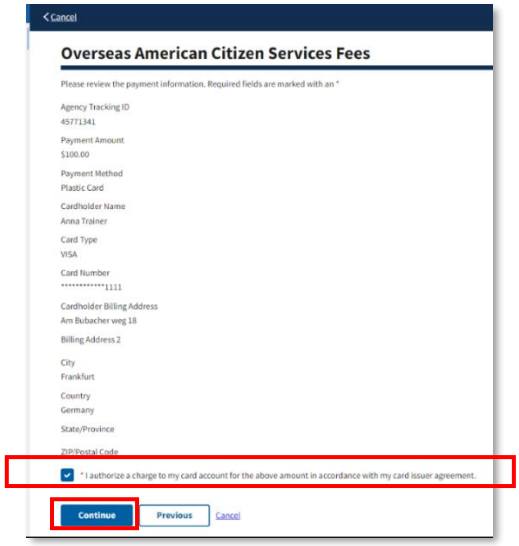


3c. Enter the required personal and bank account or card information, then select Continue.

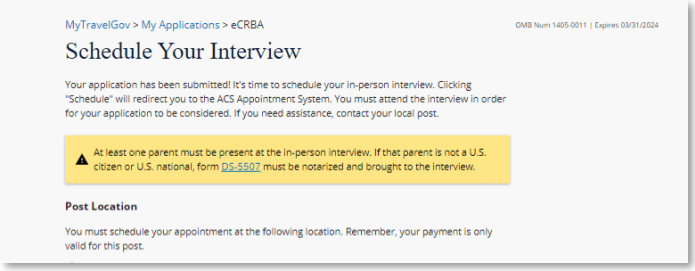




3d. Review your payment information, then select the I authorize a charge to my card account for the above amount in accordance with my card issuer agreement checkbox, then select Continue.



3e. After submitting the eCRBA application and payment, you will see a confirmation screen and will receive a follow-up email confirming receipt of your application.

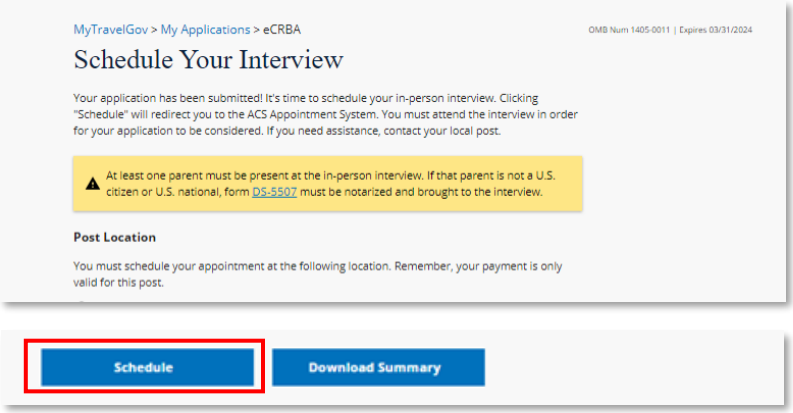


Step 4: Schedule Your In-Person Interview Online

4a. On the confirmation page, you will see information for your local U.S. embassy or consulate along with a list of required documents needed. Read the on-screen information for your Post Location.

Click Schedule at the bottom of the confirmation page to schedule your in-person interview. This will direct you either to the Appointment Scheduling system, an online form, or your local embassy or U.S. consulate's webpage with further instructions on how to schedule an appointment. **Please allow 72 hours** between the date of the application payment and your scheduled timeslot to ensure your payment is processed at the time of your appointment.

*Note: You must bring **all original documents** and **your child** to the interview.*



Congratulations! You have completed the eCRBA application and scheduled your in-person interview. If you have any further questions, visit your local embassy or U.S. Consulate's website to find contact information.