

# **\*ALL FORMS MUST BE TYPED\***

## **NEWBORN PASSPORT** **BIRTH REGISTRATION/COMMAND SPONSORSHIP PROCESSING**

### **DEERS ENROLLMENT**

1. **JFC BRUNSSUM Bldg H-603 Rm 32 (0031-4552-62216 M-TH 0800-1130 & 1330-1600/ FRI 0800-1400)**
  - Enroll your newborn in DEERS. You must present the original international birth certificate from the local City Hall. If delivery was on a military installation please present USAFE Form 525
  - Obtain DD form 1172 (DEERS enrollment form) showing child has been enrolled in DEERS

### **COMMAND SPONSORSHIP (USAF ONLY)**

2. **Commander's Support Staff (CSS), Bldg 88, Rm 20 02451-63-2204) for Command Sponsorship of Newborn**

**Hours of operation: M-TH 0800-1600 FRIDAY 0800-1400**

- Items you must have with you:
  - Copy of PCS orders and any applicable amendments
  - Newborns International Birth Certificate or USAFE Form 525
  - DD Form 1172
  - Completed Dependant Screening memo signed by the newborns PCM ( accomplished during 1<sup>st</sup> appointment at US Clinic after release from hospital)
  - Command Sponsorship Application (only if sponsor does not already have sponsored dependents)

### **CONSULAR REPORT OF BIRTH (CRBA)/NO-FEE & TOURIST PASSPORT**

3. **Passport Office (CSS, Bldg 88, Rm 20 02451-63-2204) \*Call for an appointment when you have all documents.**

**NOTE: Both parents and the newborn MUST be present at the passport appointment. If your spouse is TDY or unavailable you will need a Form DS3053 (Statement of Consent). This form can be obtained from [travel.state.gov](http://travel.state.gov)**

- You will need the following items to get your newborn a passport and a Consular Report of American Citizen Birth Abroad :
  - US Passport photos 2x2 (AGFA Photo lab in GK, across from the EXTRA) 1 pic per passport app
  - DS-11 ([travel.state.gov](http://travel.state.gov)) **FORM MUST BE TYPED & INCLUDE BARCODE IN UPPER LEFT**
  - Input child's SSAN as 000-00-0000
  - **TOURIST** passport mailing address **UNIT 3485 APO AE 09104/NO-FEE** address is your **PSC BOX**
  - DS-2029 (electronic form can be found via internet search) **MUST BE TYPED**
  - Both Parents Military ID Cards
  - Both parents Passports or certified birth certificate if passport is not available
  - Certified Marriage certificate of parents. Divorce decree from any previous marriage(s) is required
    - If parents are not married, a sworn affidavit from the father is required to process passport (You can obtain this from the 470<sup>th</sup> ABS/CSS and have notarized by 470<sup>th</sup> ABS/JA)
  - US Money Order (\$100 for Report of Birth) (Additional \$105 if also applying for a tourist passport)
    - Can be obtained from U.S. Post Office on Geilenkirchen or U.S. banking institutions
  - Child's German Birth Certificate – "Eintrag aus dem Geburtenregister"

**Processing time for the CRBA and passport is approximately 8 weeks. Please do not request a status until this time frame has passed.**

- **Notes:** SSN applications are processed after the passport and CRBA have been completed. Once the passport is completed and returned back to the CSS, the member applies for the SSN. Please refer to the SSN handout for instructions on how to obtain your child's SSN card. You should also visit Finance to update the sponsor's financial records (02451-63-2220). You must provide approved command sponsorship application or memo. Also ensure that you update your vRED on-line through HQ AFPC secure website <http://www.afpc.randolph.af.mil> and Update SGLI at the CSS.

Please Contact SSgt Catherine Sweatt 02451-63-2204 to schedule an appointment

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