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# NEWBORN PACKAGE

## 48 FSS/Passport Office Hours of Operation:

Monday-Friday 0830-1030 APPOINTMENT ONLY (Email/Call to Schedule)

**CLOSED:** Third Wednesday of the month, USAFE Family Days, US Federal Holidays, and Goal Days  
48fss.passports@us.af.mil / DSN: 226-1210 / COMM: 01638 52 1210

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**Purpose of the Newborn Package:** The Newborn Package will assist members when applying for a newborn's Consular Report of Birth Abroad, Tourist Passport, and Social Security Card. Parents may complete appointments listed below through the RAFL Passport Office or go to the US Embassy in London to apply in one visit (to schedule an appointment, visit UK.USEMBASSY.GOV). After receiving the Consular Report of Birth Abroad, you may apply for the No-Fee.

**Please Note:** We will **NOT** hold on to any documents or complete any forms on-line for the member. Failure to provide all required documents and incorrectly filled out forms will result in appointment being rescheduled for a later date.

### CONSULAR REPORT OF BIRTH ABROAD, TOURIST PASSPORT (optional), & SSN

(Estimated processing time: 6-8 weeks for CRBA & PPT, additional 5-6 weeks after that for SSN to arrive)

#### Items Required for Consular Report of Birth Abroad:

- DS-2029 Application Form (<https://eforms.state.gov/Forms/ds2029.pdf>)  
(Please use the **Passport Office address for block 5, mailing address**— our address is listed on pg. 2)  
**\*Do not sign the application form until a Passport Agent is present and has reviewed it\***
- Money Order for \$100.00 made to **"US DISBURSING OFFICER"**
- (2) Two Royal Mail Special Delivery Envelopes (**A4 size** ~ 13.5 x 10 in) with prepaid postage up to 500g from the British Post Office.
- Copy of Parents' Photo ID (Embassy requires front and back of military ID on single sided paper)
- Proof of Parents' Previous Physical Residence in the US (i.e. Education records or transcripts, employment or military records/**SURF+Orders**)
  - The following **ORIGINAL DOCUMENTS** are required to be sent with the application:
    - o British Birth Certificate (bring original and 3 copies)
    - o Parents' Marriage Certificate (bring original and 1 copy)
    - o Parents' Passports OR Birth Certificates OR Naturalization Certificates (bring originals and 1 copy)
    - o Divorce Decrees (if either parent has ever been married before; bring original(s) and 1 copy)
    - o Any Official Name Change Document (bring original and 1 copy)

#### Items Required for *\*optional\** Tourist Passport Book:

- DS-11 Application Form **\*must use the FORM FILLER version\*** (MUST be filled in Online/link & guidance on second page)  
(Application **CANNOT** be hand written, it **MUST** be generated by the online questionnaire—Link on back.)  
(Please use your **UK Physical mailing address**—passport will still be returned to the Passport Office)  
**\* Do not sign the application form until a Passport Agent is present and has reviewed it \***
- Money Orders one for \$135.00 made to **"US DEPARTMENT OF STATE"**
- (1) One Passport Photos Size 2x2 (Kodak Store in BX - No Glasses - taken within the last 6 months)
- Copy of Parents' Photo ID (Embassy requires front and back of military ID on same side of the paper)

#### Items Required for Social Security Card:

- SS-5 Application (<https://www.ssa.gov/forms/ss-5.pdf>)  
(The embassy recommends using a U.S. address for shipping. You may use your **APO address for the mailing address**)  
**\* Do NOT sign or date the application form until a Passport Agent is present and has reviewed it \***
- Copy of Signing Parent's Passport (bring originals and 1 copy)
- Copy of Signing Parent's Photo ID (Embassy requires front and back of military ID on same side of the paper)

**Note:** Both parents and child need to be present at the appointment. If one parent cannot attend the appointment, an original DS-5507 (certified by a passport agent or consular official) will be required for the CRBA application, AND an original notarized DS-3053 will be required for the Tourist Passport application. Please bring 2 different photocopies of ID's along with the forms. Email or call for any questions.

(Links: <https://eforms.state.gov/Forms/ds5507.pdf> & <https://eforms.state.gov/Forms/ds3053.pdf>)

**CONTINUED ON BACK**

## **GUIDE FOR FILLING OUT THE DS 11 APPLICATION (TOURIST PASSPORT)**

To create the DS-11 form, complete the questionnaire Online using the following link: <https://pptform.state.gov/>

**First Screen:** Enter applicant personal information

**Second Screen:** Enter your PHYSICAL UK address

**Third Screen:** Enter dates of upcoming travel (if applicable)

**Fourth Screen:** Emergency Contact Information (Someone not traveling with you)

**Fifth Screen:** Enter your MOST RECENT passport information (if applicable)

**Sixth Screen (for DS-11):** Applicant must enter all parental information as it appears on their birth certificate (if applicable).

Only put unknown if one parent is not on the applicant's birth certificate.

**Continue Completing Remaining Prompts:**

*\*Please select desired book and/or Card for the Price. Requesting a passport card will be an additional cost than listed on page 1. If requesting this additional documents, you will be required to bring a money order for the full fee (fee + execution fee).*

*\*\*\*Processing cannot be expedited overseas \*\*\**

**On the Final Screen, Please create and print application**

**\*NOTE: APPLICATIONS MUST BE PRINTED SINGLE SIDED ON 8 1/2 X 11 PAPER**

## **GUIDE FOR FILLING OUT THE 2029 APPLICATION (CRBA)**

**Page 1:**

**Section A. This section to be completed by the child's parent(s) or guardian(s) or the child**

- Fill out all blocks on page 1
- Block 2g & 3g list your **PHYSICAL UK** address (no apo)

**Page 2:**

- Fill out all blocks on page 2
- Block 2j-k & 3j-k
  - Dates need to be as accurate as possible (MM/DD/YYYY) OR (MM/YYYY) if day is not possible
  - Dates should start with parents DOB and work to most current date (in order)
  - Most current date should end with the Baby's Birth Date
  - Dates should NOT overlap. (i.e. if you left 04/11/2020 your next date should be 04/12/2020)
  - Block 2j & 3j will list ALL city/states you have lived in the US for 1+ years
  - Blocks 2k & 3k will list ALL overseas places you have lived/visited for 3+ weeks

**(include TDY and Deployments)**

- Blocks 2k & 3k may list USAF AD, USAF Dependent, and/or DoD Civilian OR any country/base you have visited for 3+ weeks

**2029 box 5 address:** Mailing Address: **RAF LAKENHEATH PASSPORT OFFICE**  
City: **BRANDON**  
Province: **SUFFOLK**  
Country: **UNITED KINGDOM**  
Zip: **IP27 9PN**

**Picture examples will be on Powerpoint**  
**Please email [48fss.passports@us.af.mil](mailto:48fss.passports@us.af.mil) with any questions**

# Providing Proof of Physical Presence for the CRBA application

## **How do I show that I was physically present in the United States prior to my child's birth?**

*In general, "physical presence" is counted as the time (before the birth of your child) that you were actually physically within the borders of the United States.*

- Usually, physical presence does not need to be continuous, and visits of any length to the U.S.A. would count towards fulfilling the physical presence requirement;
- Conversely, any travel outside of the United States, including vacations, must be excluded;
- For purposes of the Consular Report of Birth Abroad (CRBA), it does not matter whether you were in the U.S.A. legally or illegally, or whether you were a U.S. citizen or a visitor to the U.S.A.;
- Time spent overseas for honorable U.S. military service or as the dependent of someone honorably serving in U.S. military often counts, but you will need to provide official records;
- Time spent while employed with the U.S. government or certain international organizations - or as the dependent of someone employed by the U.S. government or certain international organizations - may also count, but you will need to provide official records.

## **What types of documents may show that I was physically present in the United States?**

*You are the person who knows what you were doing when you were physically in the United States and may offer any proof you believe shows that you were actually there. You may have documents unique to your case - please feel welcome to provide them. However, some documentation has proven easier for many applicants to obtain, and for consular officers to use:*

- Official school transcripts from primary, secondary or university education;
- Current and expired passports (both U.S. and foreign) with evidence of travel to the United States (but be aware that these must show both entries and exits to the U.S.A. - if you have used different passports to enter and exit the U.S.A., your actual travel dates may be difficult to establish);
- Military records of honorable service such as a Military Statement of Service or 00-214 Separation Statement;
- Prison records;

## **What types of documents do not show that I was physically present in the United States?**

- A U.S. driver's license (does not show exactly when you were present in the U.S.A. or for how long);
- A diploma without relevant school transcripts (because a person may have earned or transferred credits from study abroad);
- A lease or mortgage for a residence (many people maintain residences in numerous countries or property abroad for rental purposes);
- Cell phone records;
- General financial statements that do not show your physical U.S. location (many people hold bank accounts around the world without actually spending time in those specific countries);
- Social media records that merely mention being in the U.S.A.;
- Income tax forms without pay stubs or W-2s (taxes can be paid from anywhere in the world).

***Please double check the requirements through:***

***<https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/us-citizenship/Acquisition-US-Citizenship-Child-Born-Abroad.html>***

# Command Sponsorship (Spouse+ Newborns)

## **Please refer to the CSP package for the benefits/entitlements**

You can acquire the command sponsorship package, alongside the AF965 via the SharePoint.

<https://usaf.dps.mil/sites/48FW/48thMissionSupportGroup/48FSS/MPF1/SitePages/Home.aspx>

## Newborns Checklist

- Completed Command Sponsorship memo (page 7) **SIGNED BY THE PASSPORT AGENT**
- Medical Clearance letter
- DD Form 1172 (DEER Enrollment) **WITH PHYSICAL ADDRESS** (Obtained from MPF Customer Support Section during enrollment process)
- AF Form 899 (PCS orders to RAFL) to include all amendments
- AF form 965, Overseas Tour Election Statement (initial Block 2)- **ONLY** if currently serving unaccompanied tour

## Spouse Checklist

- Completed Command Sponsorship memo (page 5) **SIGNED BY THE PASSPORT AGENT**
- AF Form 1466, Medical Clearance (EFMP office 226-8954)
- AF Form 965, Overseas Tour Election Statement (initial Block 2)- **ONLY** if currently serving unaccompanied tour
- DD Form 1172 (DEER Enrollment) **WITH PHYSICAL ADDRESS** (obtained from MPF Customer Support Section during enrollment process)
- AF Form 899 (PCS orders to RAFL) to include all amendments

If you have any questions regarding any of the information provided or are looking for further information please utilize the email [48FSS.FSPD.OutboundAssignments@us.af.mil](mailto:48FSS.FSPD.OutboundAssignments@us.af.mil). Once you have acquired all of the documents, please send them to the email listed for review.

The processing time for a CSP to be approved is 1-3 weeks.

If you are trying to complete a Dependent Transfer Mil-Mil or a Military spouse Retires/Separates, please contact the email listed *above* or refer to the command sponsorship package found on the SharePoint for the required documents