

# PASSPORT CHECKLIST

NEWBORN PACKAGE: CONSULAR BIRTH ABROAD, TOURIST PASSPORT, SSN

RAF Mildenhall, Bldg 436, Room 203. Hours of Operation Mon-Fri 0830-1500

Appointments Only please visit: <https://rafmildenhallpassports.setmore.com/>

Full checklist & more info visit: <https://www.100fss.com/military-personnel-flight>

**ONE APPT:NEWBORNS BORN WHO HAVE NEVER RECIEVED ANY CRBA/TOURIST PASSPORT/SSN**

## ITEMS REQUIRED FOR THE CONSULAR OF BIRTH:

1. Separate money order for \$100 made out to "US DISBURSING OFFICE" SIGN THE MONEY ORDER/ADDRESS
2. Completed DS-2029 APPLICATION FORM- (Physical address listed) <https://eforms.state.gov/Forms/ds2029.PDF>
3. ONE (1) Copy of both parents military ID (front & back) FOUO
4. **ORIGINAL DOCUMENTS are required to be submitted with the application to Embassy;** documents will be returned
  - British Birth Certificate (Child) including THREE (3) photocopy
  - Parents Original Marriage Certificate including ONE (1) photocopy
  - Divorce Decree or Death Certificate (If previously marriage for all marriages) (If applicable)
  - Any official Name change documentation
  - Parents Passport, Birth Certificates, or Naturalization Certificates (Foreign Parent Passport can be a copy)
5. TWO (2) Royal Mail Special Delivery Prepaid envelopes from Royal Mail Paid up to 500gr stamps (SEE PAGE 8)
6. Proof of physical presence in U.S. prior to child's birth **-ALL PCS orders, etc. (SEE ATTACHMENT 4)**

## ITEMS REQUIRED FOR THE TOURIST PASSPORT:

Locations FOR PASSPORT PHOTOS: RAFM Bob Hope Center, RAFL BX

1. Separate money order for \$135 made out to "US DEPARTMENT OF STATE " SIGN THE MONEY ORDER/ADDRESS
2. DS-11 Application Form - ([pptform.state.gov](http://pptform.state.gov) ONLY) Pages must be single-sided and on letter-size format paper.
3. TWO (2) Passport photos taken with a white/off white background ( Must be a recent photos taken in last 6 months)  
Locations FOR PASSPORT PHOTOS: RAFM- Bob Hope Community Center Bldg. 404 COMM: 01638542579
4. ONE (1) Copy of the both parents military ID (front & back) FOUO

### STEPS TO FILL-OUT THE DS-11 Application Form

Go to website: <https://pptform.state.gov/> and complete questionnaire. Application MUST be typed using online version with 2d barcode ONLY!! You cannot print and write on the application—it will be rejected (**no exceptions**)!

Your mailing address will be as shown below:

1 <sup>st</sup> Street /RFD # Block:	<b>100 FSS/FSMPS PASSPORT OFFICE</b>	Country:	<b>UNITED KINGDOM</b>
2 <sup>nd</sup> Street/RFD # Block:	<b>UNIT 4702</b>	Post Code	<b>IP28 8NG</b>
City:	<b>BURY ST. EDMUNDS</b>		

IF YOUR CHILD HAS NEVER RECIEVED A SSN PLEASE INPUT: 000-00-0000 FOR THE SSN

**When asked if this is your permanent address, you MUST check the box "NO"**

Permanent address must be your physical address listed on birth certificate (not the PSC/CMR box)

Point of Contact number must be your local #, cell phone or sponsor's (DSN # preferred COMM: 4401638-54-XXXX)

E-mail address is your government e-mail address OR your sponsor's government e-mail address (for dependents)

Emergency Contact must be **FILLED IN** and must be someone not traveling with you (Please list their physical address, no PSC/CMR box)

Parent's information must be filled out and match the birth certificate \***ALWAYS LIST PARENTS NAME At TIME OF THEIR BIRTH\***

For other names known, list all previous names you have had. Please do not put NO or N/A or nicknames; only legal names (i.e. maiden name, previous marriage name)

You must select **PASSPORT BOOK** and below that you must select **52 PAGE BOOK** to be able to select the **NEXT** button, then **CREATE FORM** to populate the DS-11 and print out pages **5&6** only.

You must include travel plans (Put travel plans LEAVE BLANK with the Countries to visited AS United Kingdom GB)

## ITEMS REQUIRED FOR THE SOCIAL SECURITY CARD

1. SS-5 Application - <https://www.ssa.gov/forms/ss-5.pdf> **USE YOUR PSC BOX THE SSN WILL BE MAILED TO YOU**
2. ONE (1) copy of Signing Parent's Passport
3. ONE (1) Copy of Signing Parent's Military ID (Front & BACK)

For Children under the age of 16, both biological parents and the child must be present to apply! If only one parent can not attend the appointment, a notarized DS-3053 and notarized copy of photo ID are required from absent parent. Link: <https://eforms.state.gov/Forms/ds3053.pdf>

**ALL APPLICANTS MUST BE PHYSICALLY PRESENT, NO EXCEPTIONS! PLEASE DO NOT SIGN YOUR FORM!!! (You must sign it in the presence of a Military Passport Agent)**

**For Any Status Updates Request Please See Page 9**

For additional information: please send an email to [100fss.passport@us.af.mil](mailto:100fss.passport@us.af.mil) DSN 238-2222 opt. 2

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*Attachment 1 CRBA*

*Attachment 2 DS-11 (Tourist Application)*

*Attachment 3 Social Security Application*

*Attachment 4 Proof of Physical Presence*

## **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 (tourist) 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. A Passport serves as the proof of U.S. Citizenship.

If your baby was born in the U.K., you have to get a U.S. Passport and CRBA for them before they are eligible to travel outside of the U.K. Remember a CRBA is not a travel document. Parents will have the opportunity to complete all three applications (CRBA, Tourist Passport, and SSN) at their scheduled appointment, which is highly recommended. **This process should start within 30/45 days after the birth of the child.**

## **Emergency Passports:**

If you are due to PCS within the next 45 days we recommend that you make plans to visit the UK Embassy. The embassy will only schedule an appointment for you if you are five working days from the date of overseas travel. (During the pandemic) Please pay attention to the webpage [uk.usembassy.gov](http://uk.usembassy.gov) for updates or contact our office for more information. Email:

[100fss.passport@us.af.mil](mailto:100fss.passport@us.af.mil)

You are required to bring the long-form birth certificate (stating the name of both parents. Both parents and child must be present during the appointment. If one parent or both parents (biological) are unable to attend they must bring a notarized affidavit DS-3053 to the appointment, as well as a notarized copy of the photo ID from the absent parent/s.

<http://eforms.state.gov/Forms/ds3053.pdf>

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

## **Step 1: Collect all Required Documents:**

We suggest that you gather original documents pertaining to you and your spouse prior to the birth of your newborn. If you find you have missing documents, this will give you the opportunity. To request replacements.

For more information on obtaining birth records, you may visit the Center for Disease Control at

<http://www.cdc.gov/nchs/w2w.htm>.

Please contact the appropriate Vital Statistics Office of the state or area in which your birth occurred.

<https://www.vitalchek.com/birth-certificates/>

### Birth Evidence

***Child's U.K. birth certificate:*** Long form U.K. birth certificate listing both the child and parents' information. **Short form birth certificates listing just the child are not acceptable. Please bring the original document.**

### Evidence of Parents Citizenship and Identity

Your current passport is the preferred form of proof and must be submitted. Your Original U.S. birth certificate/Naturalization certificate is also acceptable. Foreign spouses can submit a copy their foreign passport. The original documents submitted including the child's original birth certificate will be returned to you.

## Proof of the Relationship between the U.S. Citizen parent(s) and the child

Your child's U.K. birth certificate containing both parent's name is the best form of proof. If you are married, we have submit your original marriage certificate.

***Marriage certificate:*** *An original or court certified copy of the marriage certificate issued by the appropriate authorities in the country in which the marriage took place. **Church/Religious certificates are not acceptable.*** If the parents are not married, this is not required. **Please bring the original the document;**

If you have prior marriages, we need to see the original divorce decree, annulment, or a death certificate. If you any of your documents are in language other than English a certified translation must be provided. All marriage certificates divorce decrees, annulment, or death certificates must be submitted in original form. All original documents will be returned to you along with the birth certificate and passport.

### Child born out of wedlock

#### **a. Mother:**

A child born outside of the United States and out of wedlock to a U.S. citizen mother, **on or before June 11, 2017**, may acquire U.S. citizenship if the mother was a U.S. citizen at the time of the child's birth and, if the mother was physically present in the United States for a continuous period of one year (365 days) prior to the birth of the child.

(NOTE: Periods spent overseas with the U.S. government/military dependent are NOT considered as physical presence in the U.S. for transmission under this category)

In light of the U.S. Supreme Court's decision in *Sessions v. Morales-Santana*, 582 U.S.\_\_\_\_\_, 137 S. Ct. 1678 (2017), a child born outside of the United States and out of wedlock to a U.S. citizen mother **on or after June 12, 2017**, may acquire U.S. citizenship if the mother was a U.S. citizen at the time of the child's birth, and was physically present in the United States for a period of five years, two of which were after the age of fourteen.

In both cases, the U.S. citizen mother must be the genetic or gestational mother and the legal parent of the child under local law at the time and place of the child's birth in order to transmit U.S. citizenship.

**b. Father:**

A child born outside of the United States and out of wedlock to a U.S. citizen father, may acquire U.S. citizenship if the father was a U.S. citizen at the time of the child's birth and, if the father was physically present in the United States or one of its outlying possessions for five years, two of which were after the age of fourteen. In addition, the U.S. citizen father must acknowledge paternity and agree in writing to provide financial support for the child until he/she reaches the age of 18 years old

**Additional info on CRBAs visit:**

U.S. Embassy Website: <https://uk.usembassy.gov/u-s-citizen-services/citizenship/consular-report-of-birth-abroad-crba-and-first-u-s-passport/>

U.S. Department of State Website: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>

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

### **CRBA- Consular Birth Abroad**

A Consular Report of Birth Abroad may be issued for any U.S. citizen child under the age of 18 who was born abroad and who acquired U.S. citizenship at birth. Only the child's parent(s), legal guardian, person acting in loco parentis or the child may apply on the child's behalf. The application generally must be signed before a U.S. consular officer, a consular agent, or, in the case of children born in U.S. military hospitals, a designated military official. A Consular Report of Birth Abroad is proof of U.S. citizenship; however, and does not take the place Of a passport for travel purposes.

*<https://eforms.state.gov/Forms/ds2029.PDF>*

Please use the mailing address listed on the Child's U.K. Birth certificate. This is a physical U.K. Please do not put your PCS box on this document.

Please read the first three instructional pages of the DS-2029 to its entirety for guidance on how to complete the form. See attachment 1 for an example of how the DS-2029 is to be completed. Please print ALL 7 pages. We recommend this document be typed. For dates of physical presence you should provide exact date where possible. For example Date of birth, it should not be listed as month and year... the date you arrived in the UK should be an exact date. If you do not know an exact date then the month and year can be listed but this should only be when absolutely necessary. When printing the application form please check that all information is shown.

**Please DO NOT sign the form!!!! Both parents have to sign the form in the presence of a military passport agent.**

### **Step 3: COMPLETE FORM DS-11, APPLICATION FOR A US PASSPORT.**

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

**<https://pptform.state.gov>**

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 re-accomplish it. See Attachment 2 for an example.

**Please DO NOT sign the form!!!!**

**Both parents have to sign the form in the presence of a military passport agent!!!**

**\*\*NOTE:** If one parent or both parents (biological) are unable to attend they must bring a notarized affidavit DS-3053 to the appointment, as well as a notarized copy of the photo ID from the absent parent/s. \*\*

<http://eforms.state.gov/Forms/ds3053.pdf>

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

## **Step 4: COMPLETE FORM SS-5, APPLICATION FOR A SOCIAL SECURITY CARD.**

Please complete the application SS-5, Application for Social Security Card, on the Following web site:

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

See Attachment 3 for an example. The completed form must accompany your birth registration submission and will be returned along with the CRBA certificate and passport. The Social Security Number may not be issued before the Consular Birth Abroad and the passport are issued.

**You may sign this document prior to your 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/off white background. The face must be clearly visible and the child’s eyes should be open. This photo needs to be a recent photo. Location: RAFM Bob Hope Center/RAFL Bx offers passport photos

### **Fees and Forms of Payment**

We may only accept a money order or cashier’s check. Cash, credit card or personal checks will not be accepted. Kessler CU, Community Bank, USPS can provide money order/grams

CRBA fee will be \$100. – “US DISBURSING OFFICE”

Tourist passport fee will be \$135. – “US Department of State”

Separate Money Order for each application

TWO (2) Royal Mail C4 Special Delivery  
Prepaid envelopes from Royal Mail Office  
Paid up to 500gr stamps or  
£8 worth of stamps



## **PROCESSING TIMES and Status Updates:**

Documents are expected to be sent to the Embassy the same Friday no later than the first business day of the following week

### **Times**

**8 to 10 weeks to receive the CRBA and Tourist Passport plus Original Docs**

**An additional +10 weeks for SSN Card to be mail to your address**

**NOTE: Expect extreme delays for SSN card**

### **STATUS UPDATES**

**SSN Status Email Embassy: FBU.London@ssa.gov**

**CRBA Status Email Embassy: LondonPassports@state.gov**

**Online Passport Status Website: passportstatus.state.gov**

Tourist Passports/CRBAs/Original Docs will be received back to our office once they have been processed. Once we receive your documents you will be emailed to pick up your documents from our office. Please feel free to walk-in and pick up your passport/s during our hours of operation: M-F,; 0830-1500 *Closed all holidays/family days/goal days.*

**SSN will be mailed to address listed on the SS-5 (SSN application) we cannot provide status checks for social security numbers you have to request a status by. U.S. Embassy Federal Benefits Unit at FBU.London@ssa.gov.  
Expect long delays for response and SSN Card**

<https://uk.usembassy.gov/u-s-citizen-services/federal-benefits/contacting-the-london-federal-benefits-unit/>

**Once you receive the SSN make sure you go to DEERS to have the SSN added! Benefits such as medical can affect the child**

## No-Fee Passport:

No-Fee passports is a passport used by DOD personnel and their eligible family members. If you are a military member you have to have a No-Fee passport for your U.S. child while here in the U.K for official reasons. This passport can only be obtained if dependents are command sponsored or on the orders of the DOD personnel. A No-Fee passport is **FREE** and is at no cost to the member. Each Eligible family member must obtain a separate no-fee passport per person regardless of their age

**Once the CRBA and Tourist Passport has been received you can immediately start the process for a No-Fee passport. This will be a Second Appointment that you will have to book once you documents have been received.**

**Please follow the No-Fee Passport Checklist for an Initial No-Fee. A DS-11 Application will be filled out every time as an Initial Passport until the child is 16.**

## Electing to not get a Tourist Passport

It is not required for newborns to have a tourist passport, but is highly recommended as it makes it easier to receive a SSN. Remember a passport has to be issued in order for the child to obtain a SSN. You have to obtain the CRBA in order to apply for any CRBA to verify U.S. Citizen Eligibility.

**NOTE: THIS IS RARE THAT THE PARENTS ELECTs TO ONLY RECEIVE A NO FEE PASSPORT AND NOT A TORUIST PASSPORT. THAT CHILD WILL NOT BE ABLE TO TRAVEL FOR LEISURE ON A NO-FEE PASSPORT.**



# 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 (Use Section E Continuation Sheet If Additional Space Is Needed)

### 1. INFORMATION ABOUT THE CHILD

1a. Name of Child in Full

<i>Last/Surname</i> DOE	<i>First</i> JOSHUA	<i>Middle</i> LEE
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1b. Sex	1c. Date of Birth	1d. Place of Birth
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<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<i>month</i> 01	<i>day</i> 01	<i>year</i> 2022	<i>City</i> BRANDON	<i>Country</i> UNITED KINGDOM
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### 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:  **Please see the accompanying Form DS-5507.**

2a. Full Name

<i>Last/Surname</i> DOE	<i>First</i> JANE	<i>Middle</i> MARIE
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2b. All Previous Legal Names Used

<i>Last/Surname</i> SMITH	<i>First</i> JANE	<i>Middle</i> MARIE
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<i>Last/Surname</i>	<i>First</i>	<i>Middle</i>
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<i>Last/Surname</i>	<i>First</i>	<i>Middle</i>
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2c. Sex

<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<i>month</i> 12	<i>day</i> 12	<i>year</i> 1990
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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
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2f. Place of Birth

<i>City</i> ORLANDO	<i>State/Province</i> FLORIDA	<i>Country</i> USA
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2g. Current Physical Address and Contact Information (Do not list P.O. Box. APO/FPO/DPO permitted)  Same as mailing address

*Address*  
123 PLACE

*City, State/Province, Country, Postal Code*  
BURY ST. EDMUNDS, SUFFOLK, U.K. IP28 8NG

<i>Phone Number(s)</i> +447260000000	<i>Email Address</i> MYMILITARYEMAIL@US.AF.MIL
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3a. Full Name

<i>Last/Surname</i> DOE	<i>First</i> JOE	<i>Middle</i> LEE
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3b. All Previous Legal Names Used

<i>Last/Surname</i>	<i>First</i>	<i>Middle</i>
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<i>Last/Surname</i>	<i>First</i>	<i>Middle</i>
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<i>Last/Surname</i>	<i>First</i>	<i>Middle</i>
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3c. Sex

<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<i>month</i> 11	<i>day</i> 11	<i>year</i> 1991
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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
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3f. Place of Birth

<i>City</i> LANDSTHUL	<i>State/Province</i>	<i>Country</i> GERMANY
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3g. Current Physical Address and Contact Information (Do not list P.O. Box. APO/FPO/DPO permitted)  Same as mailing address

*Address*  
123 PLACE

*City, State/Province, Country, Postal Code*  
BURY ST. EDMUNDS, SUFFOLK, U.K. IP28 8NG

<i>Phone Number(s)</i> 314-238-0000	<i>Email Address</i> MYSponsorSEMAIL@GMAOL.COM
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### 2h and 3h. Marital Status of the Parents (This item requires a single response regarding both parents)

Were the biological parents married to each other when the child was born?  Yes  No

Date and Place of Marriage to the child's other biological parent:	<i>month</i> 5	<i>day</i> 5	<i>year</i> 2020	<i>City, State/Province, Country</i> BURY ST. EDMUNDS, U.K.
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Marital Status:	<input checked="" type="checkbox"/> Still Married	<input type="checkbox"/> Divorced	<i>month</i>	<i>day</i>	<i>year</i>	<input type="checkbox"/> Deceased	<i>month</i>	<i>day</i>	<i>year</i>
	Date:	Date:				Date:			

(Continued)

**2. INFORMATION ABOUT MOTHER/FATHER/PARENT**

2i. Please list any other marriages (Show Name(s) of Spouse(s), Dates and Current Status) if applicable (Death, Divorce, Still Married). If you have never been married, enter "None." (If additional space is needed, please use the Section E Continuation Sheet)

2j. Precise Periods of Time in United States (Please see instructions on Instruction Page 1.)

Place (City, State)	Date (month-day-year)	Date (month-day-year)
ORLANDO, FL	From 12-12-1990	To 06-05-1996
NEW YORK CITY, NY	From 06-05-1996	To 05-24-2008
SAN ANTONIO, TX	From 05-24-2008	To 05-24-2014
BILOXI, MS	From 05-24-2014	To 07-31-2014
OKLAHOMA CITY, OK	From 07-31-2014	To 09-01-2015
	From	To

2k. Periods abroad in U.S. Armed Forces, in other U.S. Government employment, with qualifying international organization, or as a dependent child of a person so employed. (Please see instructions on Instruction Page 1.)

Branch/Agency/Org.	Date (month-day-year)	Date (month-day-year)
USAF/KOREA	From 09-01-2015	To 11-03-2016
USAF/U.K.	From 11-03-2016	To 11-29-2023
	From	To

(Continued)

**3. INFORMATION ABOUT MOTHER/FATHER/PARENT**

3i. Please list any other marriages (Show Name(s) of Spouse(s), Dates and Current Status) if applicable (Death, Divorce, Still Married). If you have never been married, enter "None." (If additional space is needed, please use the Section E Continuation Sheet)

3j. Precise Periods of Time in United States (Please see instructions on Instruction Page 1.)

Place (City, State)	Date (month-day-year)	Date (month-day-year)
NEW YORK CITY, NY	From 06-09-1992	To 05-24-2008
LITTLE ROCK, AK	From 05-24-2008	To 05-24-2012
KANSAS CITY, KS	From 05-24-2012	To 07-01-2013
SEATTLE, WA	From 07-01-2013	To 08-31-2014
OKLAHOMA CITY, OK	From 08-31-2014	To 09-01-2015
	From	To

3k. Periods abroad in U.S. Armed Forces, in other U.S. Government employment, with qualifying international organization, or as a dependent child of a person so employed. (Please see instructions on Instruction Page 1.)

Branch/Agency/Org.	Date (month-day-year)	Date (month-day-year)
USAF/GERMANY	From 11-11-1991	To 06-09-1992
USAF/U.K.	From 09-01-2015	To 11-29-2023
	From	To

4. How would you like to receive the Consular Report of Birth Abroad?  Pick-up  Mail

5. Mailing Address (If different from Current Physical Address) (Do not list P.O. Box. APO/FPO/DPO permitted)

Address	City	State/Province	Country	Postal Code
100 FSS/FSMPS PASSPORTS OFFICE UNIT 4702	BURY ST EDMUNDS		U.K.	IP28 8NG

**B. THIS SECTION, IF IT APPLIES (SEE INSTRUCTIONS), MUST BE COMPLETED AND SUBSCRIBED TO BEFORE A CONSULAR OFFICER, NOTARY PUBLIC, OR OTHER PERSON QUALIFIED TO ADMINISTER OATHS**

**NOTE:** Please see the instructions at the beginning of this form for important information.

1. I, \_\_\_\_\_ do solemnly swear or affirm (*Please draw a line through and initial any statement that is not true.*)  
*(Name)*

I am the father of \_\_\_\_\_, who was born on \_\_\_\_\_ in \_\_\_\_\_  
*(Name of Child)* *(Date of Birth)*  
*(month/day/year)*  
*(Place of Birth)*

I am the child's biological father through whom he/she is claiming U.S. citizenship, and was not married to the child's biological mother at the time of birth.

I agree to provide financial support for this child until he/she reaches the age of eighteen.

\_\_\_\_\_  
*(Signature of Affiant)*

SUBSCRIBED AND SWORN TO (*AFFIRMED*) before me this \_\_\_\_\_ day \_\_\_\_\_

\_\_\_\_\_  
*(Signature and Title of Administering Officer)* *(Seal)*

**C. THIS SECTION MUST BE COMPLETED AND SUBSCRIBED TO BEFORE A CONSULAR OFFICER, NOTARY PUBLIC, OR OTHER PERSON QUALIFIED TO ADMINISTER OATHS**

1. AFFIRMATION: I SOLEMNLY SWEAR (OR AFFIRM) THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Name of Person(s) Providing Information	Relationship to the Child <i>(Parent, Legal Guardian, Other (Specify))</i>	Signature of Person(s) Providing Information
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Type or Print Name and Title of Official	Signature of Official	City	Date <i>(mm/dd/yyyy)</i>
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Subscribed to: (*SEAL*)

2. APPROVAL OF CONSULAR REPORT OF BIRTH ABROAD

_____ <i>Printed Name of Consular Officer</i>	_____ <i>Signature of Consular Officer</i>
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_____ <i>Approving Post</i>	_____ <i>Date of Approval (mm/dd/yyyy)</i>	_____ <i>Registration Number</i>
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**D. FOR OFFICIAL USE ONLY**

1. Documents Presented - Please mark accordingly and provide date of document. If more space is required, list on separate page.

<input type="checkbox"/> Child's Birth Certificate	<i>Date mm/dd/yyyy:</i>	<i>City</i>	<i>Province</i>	<i>Country</i>
<input type="checkbox"/> Marriage Certificate	<i>File Date mm/dd/yyyy:</i>	<i>City</i>	<i>State/Province</i>	<i>Country</i>
	<i>Issue Date mm/dd/yyyy:</i>			
<input type="checkbox"/> Divorce Decree(s)	<i>File Date mm/dd/yyyy:</i>	<i>City</i>	<i>State/Province</i>	<i>Country</i>
	<i>Issue Date mm/dd/yyyy:</i>			
	<i>File Date mm/dd/yyyy:</i>	<i>City</i>	<i>State/Province</i>	<i>Country</i>
	<i>Issue Date mm/dd/yyyy:</i>			
	<i>File Date mm/dd/yyyy:</i>	<i>City</i>	<i>State/Province</i>	<i>Country</i>
	<i>Issue Date mm/dd/yyyy:</i>			
<input type="checkbox"/> Death Certificate(s)	<i>Date mm/dd/yyyy:</i>	<i>City</i>	<i>State/Province</i>	<i>Country</i>
	<i>Date mm/dd/yyyy:</i>	<i>City</i>	<i>State/Province</i>	<i>Country</i>
<input type="checkbox"/> Mother/Father/Parent's Passport	<i>Nationality</i>	<i>Passport Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> Mother/Father/Parent's Passport	<i>Nationality</i>	<i>Passport Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> Other Identity Document of Mother/Father/Parent (e.g. Naturalization Certificate)	<i>Name of the Document</i>	<i>Document Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> Other Identity Document of Mother/Father/Parent (e.g. Naturalization Certificate)	<i>Name of the Document</i>	<i>Document Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> Other Identity Document of Mother/Father/Parent (e.g. Driver's License)	<i>Name of the Document</i>	<i>Document Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> Other Identity Document of Mother/Father/Parent (e.g. Driver's License)	<i>Name of the Document</i>	<i>Document Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> Other (Legal Guardianship; Power of Attorney, etc.)	<i>Name of the Document</i>	<i>Document Number</i>	<i>Issue Date mm/dd/yyyy</i>	
<input type="checkbox"/> DS-5507				

**E. CONTINUATION SHEET (USE THIS SPACE FOR ADDITIONAL INFORMATION)**

CLEAR FORM



Name of Applicant (Last, First, & Middle) Date of Birth (mm/dd/yyyy)

**DOE, JOSHUA LEE** **12/08/2020**

**10. Parental Information** Last Name (at Parent's Birth)

Mother/Father/Parent - First & Middle Name Last Name (at Parent's Birth)  
**JANE** **SMITH**

Date of Birth (mm/dd/yyyy) Place of Birth Sex U.S. Citizen?  
**11 19 1990** **ORLANDO, FL**  Male  Yes  
 Female  No

Mother/Father/Parent - First & Middle Name Last Name (at Parent's Birth)  
**JOE** **DOE**

Date of Birth (mm/dd/yyyy) Place of Birth Sex U.S. Citizen?  
**07 25 1988** **LANDSTHUL, GERMANY**  Male  Yes  
 Female  No

**11. Have you ever been married?**  Yes  No *If yes, complete the remaining items in #11.*

Full Name of Current Spouse or Most Recent Spouse 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)  
 Yes  No  Yes  No

**12. Additional Contact Phone Number** **13. Occupation (if age 16 or older)** **14. Employer or School (if applicable)**  
**447-260-00000**  Home  Cell  
 Work  **CHILD**

**15. Height** **16. Hair Color** **17. Eye Color** **18. Travel Plans**  
**1ft. 1in.** **RED** **GREEN** Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited  
  
**U.K.**

**19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.**

Street/RFD # or URB (No P.O. Box) Apartment/Unit  
**522 WINDMIND HEIGHTS**

City State Zip Code  
**BURY ST EDMUNDS, GBR** **IP28 657**

**20. 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 Apartment/Unit  
**MISSY SMITH** **7 STREET BLVD**

City State Zip Code Phone Number Relationship  
**NEW YORK CITY** **NY** **10001** **646-123-4567** **SISTER**

**21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card?**  Yes  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:  Submitting with application  Stolen  Lost  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:  Submitting with application  Stolen  Lost  In my possession (if expired)

**PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY**

Name as it appears on citizenship evidence \_\_\_\_\_  
 Birth Certificate SR CR City Filed: Issued:  
 Nat. / Citiz. Cert. USCIS USDC Date/Place Acquired: A#  
 Report of Birth Filed/Place:  
 Passport C/R S/R Per PIERS #/DOI:  
 Other:  
 Attached:



\* DS 11 B 09 2013 2 \*

P/C of Citiz  P/C of ID  DS-71  DS-3053  DS-64  DS-5520  DS-5525  PAW  NPIC  IRL  Citiz W/S

## Application for a Social Security Card

<b>1</b>	<b>NAME TO BE SHOWN ON CARD</b>	First JOSHUA	Full Middle Name LEE	Last DOE									
	<b>FULL NAME AT BIRTH IF OTHER THAN ABOVE</b>	First	Full Middle Name	Last									
	<b>OTHER NAMES USED</b>												
<b>2</b>	Social Security number previously assigned to the person listed in item 1		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td></tr> </table>	0	0	0	0	0	0	0	0	0	
0	0	0											
0	0												
0	0	0	0										
<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City State or Foreign Country	BRANDON UNITED KINGDOM	Office Use Only FCI	<b>4</b>									
				<b>DATE OF BIRTH</b> MM/DD/YYYY									
<b>5</b>	<b>CITIZENSHIP</b> (Check One)	<input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)											
<b>6</b>	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7</b>	<b>RACE</b> Select One or More (Your Response is Voluntary)										
			<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian										
<b>8</b>	<b>SEX</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female											
<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>	First JANE	Full Middle Name MARIE	Last SMITH									
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9B on Page 3)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">3</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">4</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">6</td><td style="width: 20px; height: 20px; text-align: center;">7</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">9</td></tr> </table> <input type="checkbox"/> Unknown	1	2	3	4	5	6	7	8	9		
1	2	3											
4	5												
6	7	8	9										
<b>10</b>	<b>A. PARENT/ FATHER'S NAME</b>	First JOE	Full Middle Name LEE	Last DOE									
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">7</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">6</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">4</td><td style="width: 20px; height: 20px; text-align: center;">3</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table> <input type="checkbox"/> Unknown	9	8	7	6	5	4	3	2	1		
9	8	7											
6	5												
4	3	2	1										
<b>11</b>	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)												
<b>12</b>	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last									
<b>13</b>	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY										
<b>14</b>	<b>TODAY'S DATE</b> 01/29/2021 MM/DD/YYYY	<b>15</b>	<b>DAYTIME PHONE NUMBER</b> 044 7260000000 Area Code Number										
<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No. PSC 37 BOX 0000 City State/Foreign Country ZIP Code APO AE 09459											
<b>17</b>	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.												
<b>17</b>	<b>YOUR SIGNATURE</b>	<b>18</b>	<b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b> <input type="checkbox"/> Self <input checked="" type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____										
<b>DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)</b>													
NPN		DOC	NTI	CAN	ITV								
PBC	EVI	EVA	EVC	PRA	NWR    DNR    UNIT								
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW										
			DATE										
			DATE										

## Providing Proof of Physical Presence for a Consular Report of Birth Abroad 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 DD-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).