



# NEWBORN PACKAGE CHECKLIST



RAF Mildenhall, Bldg. 436  
Room 201

Hours of Operation  
Mon- Fri 0830-1500

Additional Passport Information &  
Checklists visit:  
[100fss.com/military-personnel-flight](http://100fss.com/military-personnel-flight)

**INCLUDES:**  
**eCRBA, Tourist  
Passport, SSN**

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

## **A. ITEMS REQUIRED FOR THE CONSULAR OF BIRTH (eCRBA):**

1. CRBA Application Documents: Create an account at <https://mytravel.state.gov/s/> (SEE PG.4 FOR INSTRUCTIONS)
2. **eCRBA Summary Report:** After submitting the eCBRA report send a copy of the Summary Report to [100fss.passport@us.af.mil](mailto:100fss.passport@us.af.mil); include your child's name, DoB, and sponsor's name and assigned unit in the body of the email. Please allow the Passport Office **14-days** to obtain London U.S. Embassy's approval of your CRBA application. If approved, you will be offered appointment(s) to bring all other hard copy documents. Bring a printed copy of the Summary Report to your appointment.
3. **Parent's military IDs:** Create **ONE (1)** copy of both parents military ID (front & back)
4. **Original Documents and copies:** Original documents will be mailed to the US Embassy.
  - Original British Birth Certificate (Child) Long including **THREE (3)** photocopy
  - Original Parents Marriage Certificate including **ONE (1)** photocopy
  - Original Parents U.S. Passports, U.S. Birth Certificates, or U.S. Naturalization Certificates (If a parent is NOT U.S. citizen, provide a copy of foreign passport)
  - Original official name change documentation, if applicable.
  - Original Divorce Decree or Death Certificate, if previously marriage and for all marriages.
5. **TWO (2) Royal Mail Special Delivery Prepaid envelopes** from Royal Mail (SEE PG. 6)
6. **Proof of physical presence in the U.S.** prior to child's birth-ALL PCS Orders &/or Proof of Service Letter etc. (SEE ATTACHMENT 4)(For previous PCS orders go to PRDA)(For PoS Letter->vMPF->Self Service->Personal Data)

## **B. ITEMS REQUIRED FOR THE TOURIST PASSPORT:**

1. **DS-11 Application Form** - (<https://pptform.state.gov>) Pages must be printed single-sided and on letter-size paper.
2. **Printed Proof of Online Payment** required to be submitted with application.  
(Link: <https://www.pay.gov/public/form/start/1274042472/>)
3. **TWO (2) Passport Photos** taken with a white/off white background (must be taken in the last 6 months)  
Locations for photos: RAF Lakenheath BX -The Kodak Store
4. **ONE (1) Copy of Each Parent's Military ID** (front & back)

## **C. ITEMS REQUIRED FOR THE SOCIAL SECURITY NUMBER:**

1. **SS-5 Form** - (<https://www.ssa.gov/forms/ss-5.pdf>) Use either your PSC address or a family member's US address.
2. **ONE (1) Copy of Signing Parent's Passport**
3. **ONE (1) Copy of Signing Parent's Military ID** (Front & back)
4. **ONE (1) Copy of the No SSN Statement** (SEE ATTACHMENT 5)

**For children under the age of 16, both biological parents and the child must be present to apply!**

If only one parent can attend the appointment, a notarized DS-3053 and copy of photo ID (front & back) 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 in the presence of a Passport Agent)

For Any Status Update Request See Page 7

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## **ATTACHMENTS:**

- 1: Newborn Package Visual Help**
- 2: DS-11 (Tourist Application)**
- 3: SS-5 (Social Security Application)**
- 4: Proof of Physical Presence**
- 5. No SSN Memorandum**

## 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). **A SSN will not be issued unless your baby has a CRBA and a US Passport.**

If your child was born in the U.K., a passport is required prior to travel to locations 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 child's birth.**

## Emergency Passports

If you are due to PCS within the next 45 days, we recommend you make plans to visit the US Embassy. The embassy will only schedule an appointment for you if you are within five (5) working days from the date of departure. (Please pay attention to the web page [uk.usembassy.gov](http://uk.usembassy.gov) for updates or contact their email at: [LondonPassports@state.gov](mailto:LondonPassports@state.gov) for Emergency Passports.

During your emergency passport appointment, you are required to bring:

1. Long-form birth certificate (stating the name of both parents).
2. DS-5507, (<https://eforms.state.gov/Forms/ds5507.pdf>)
3. 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>)

## **STEP 1: COLLECT ALL REQUIRED DOCUMENTS**

Gather original documents pertaining to you and your spouse prior to the birth of your child. 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 will be submitted. Your Original U.S. birth certificate/Naturalization certificate is also acceptable. Foreign spouses can submit a copy of their foreign passport. The original documents submitted including the child's original birth certificate will be returned along with the child's CBRA and tourist passport.

### **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 to submit your original marriage certificate.

***Original 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.

If you have prior marriages, we need to see the original divorce decree, annulment, or a death certificate. If 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 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.

## **STEP 2. COMPLETE ELECTRONIC CONSULAR REPORT OF BIRTH ABROAD (eCRBA)**

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 for 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, it does not take the place of a passport for travel purposes.

<https://mytravel.state.gov/s/>

Please use the site above, navigating through the link "GO TO CRBA APPLICATION" to create an account. Once your account is created you can then fill in the application form, upload requested documents and pay the application fee.

**Note:** Do not book an appointment online; ONLY book an appointment online if you want to submit your Newborn Package directly to the Embassy in London without MPF Passport Office support.

To complete the application at RAFM Passport Office, please email a copy of the eCBRA Summary Report which includes the file number and/or Proof of payment including the child(ren's) Name(s), Date of Birth, Sponsor's Name, and assigned unit [to 100fss.passport@us.af.mil](mailto:100fss.passport@us.af.mil)

**Application fee must be paid online and proof of payment must be printed and must accompany all documents during your in-person appointment!**

**Do not sign any of the application forms.**

**NOTE: Once you submit the eCRBA Summary Report to our Passport Office, please allow team up to 14-days to obtain the documents and approval from the London U.S. Embassy. Once approved, you will be offered in-person appointment(s) via email.**

**\*\*\*\*\*BOTH PARENTS AND CHILD(REN) MUST BE PRESENT\*\*\*\*\***

## **STEP 3: COMPLETE FORM DS-11, APPLICATION FOR U.S. PASSPORT**

Please complete a DS-11 using the form wizard on: <https://pptform.state.gov>

### **STEPS TO FILL OUT THE DS-11 APPLICATION FORM:**

- Application **MUST** be typed using online form filler! **DO NOT** download the form and you cannot print and write on the application-it will be rejected (**No Exceptions**)!
- Your mailing address will be as shown below:
  - 1st Street /RFD # Block: **100 FSS/FSMPS PASSPORT OFFICE**
  - 2nd Street/RFD # Block: **UNIT 4702**
  - City: **BURY ST. EDMUNDS**
  - COUNTRY: **UNITED KINGDOM** POST CODE: **IP28 8NG**
- If your child does not have SSN, please enter 000-00-0000 in the SSN field.
- 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)
- Primary Contact Phone Number must be your local #, cell phone or sponsor's (DSN# preferred COMM: +44 01638-54-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)
- It is highly recommended to put down Travel Plans especially if traveling soon but is okay to leave blank
- 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 page 5 & 6 only. Barcodes must be visible on the top right corner and bottom left corner of page 5 and must not be cut off when printed. **If your form doesn't show this bar code, you will need to re-accomplish it.** (See Attachment 2 for an example.)
- **Pay Online at:** <https://www.pay.gov/public/form/start/1274042472/>  
**Print and bring copy of Proof of Payment during the in-person appointment.**

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

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

## Two Passport Photos

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.

ONLY Child in photo, NO additional hands or parent. The face must be clearly visible, and the child's eyes should be open BUT don't need to be. Photo must be taken within the last 6 months of in-person appointment.

**Location:** RAFL BX Kodak Store

## STEP 4: COMPLETE SS-5, APPLICATION FOR A SOCIAL SECURITY CARD

Please complete the application SS-5, Application for Social Security Card, on: <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.

Complete the No SSN Memorandum. See page Attachment 5.

## Fees and Proof of Payment

eCRBA and tourist passport fees must be paid online and proof of payment must be printed

**OBTAIN TWO (2) Royal Mail C4 Special Delivery Prepaid envelopes** from Royal Mail Office (Item SDC4-1PM) Paid up to 500gr stamps or about £10 worth of stamps

The Embassy will **NOT** except smaller envelope size. Documents **MUST** fit unfolded in the envelope.

[ \_\_\_\_\_ 15 in/38 cm \_\_\_\_\_ ]



## **Processing Times and Status Updates:**

### **Timeline:**

<b>Items</b>	<b>Est. return</b>
CBRA & Tourist Passport (along with original documents)	8-10 weeks
SSN Card	Up to 12 weeks

**Note: Expect extreme delays for the SSN to be mailed to you.**

### **How to request status updates:**

**CRBA:** Email [LondonPassports@state.gov](mailto:LondonPassports@state.gov) include your application number and child's name and DoB.

**Online Passport Status Website:** [passportstatus.state.gov](http://passportstatus.state.gov)

**SSN:** Email [FBU.London@ssa.gov](mailto:FBU.London@ssa.gov)

### **Additional Info:**

Tourist Passports/CRBAs/Original Docs will be mailed back to our office using the return Royal Mail Prepaid Envelope you provided. Once received, you will be notified via email for pick-up instructions.

SSN will be mailed to the address listed on the SS-5 (SSN application). Unfortunately, our office cannot provide status checks for social security numbers. You must request a status by emailing the U.S. Embassy Federal Benefits Unit at **FBU.London@ssa.gov**. Once you receive the SSN make sure you go to DEERS to have the SSN added in your child's record!

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

**Expect long delays for response and SSN Card**

## **STEP 5. NO-FEE PASSPORT**

No-Fee passport is a passport used by DOD personnel and their eligible family members. If you are a military member, you must have a No-Fee passport for your U.S. citizen child while in the U.K., this is there proof of stay. 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**. Each eligible family member must obtain a separate no-fee passport, regardless of age.

**No-Fee passport application may be initiated once you receive your child's CRBA and tourist passport. Sponsor/Guardian will book an appointment through our Passport Appointment website. Once the CRBA and tourist passport has been received you can immediately start the process for a No-Fee passport.**

**You may obtain a copy of our no-fee passport checklist when you pick up your child's CRBA and tourist passport. Electronic version of the checklist is also available in the 100 FSS public website.**

### **Electing to not get a Tourist Passport**

Although obtaining a tourist passport for your child is not mandatory, it is highly recommended. Tourist passport is for leisure travel to the U.S. and any other country you plan to visit and it is also needed to obtain SSN card for your child.

**ATTACHMENT 1. NEWBORN PACKAGE VISUAL HELP**

Consular Report of Birth Abroad (CRBA)



Complete eCRBA Online a week Prior to appointment  
**\*no exceptions new appointment will need to be booked at 100FSS.com\***

Child's U.K. Birth Cert +3 copy



Parents U.S. Birth Cert



Copy of Parents Mil IDs



Printed Proof of payment Online required

Marriage Cert +1 copy



or



Any Passports

Proof of Physical Presence in U.S. (PCS Orders, Service Letter etc.) see attachment 4



Tourist Passport



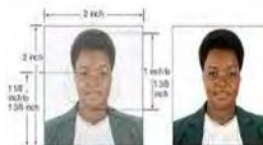
Completed DS-11



Copy of Parents Mil IDs



Two 2x2 Photos



Go to Site below to pay online

<https://www.pay.gov/public/form/start/1274042472/>

SSN Card



Completed SS-5



Copy of No SSN Memo



Copy of one Parent U.S. Passport



Copy of one Parent Mil ID



Two Royal Mail Envelopes size C-4 (size of documents)





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

**DOE, JOSHUA LEE**

**12/08/2020**

**10. Parental Information**

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?  Yes  No

Date of Marriage (mm/dd/yyyy)

Have you ever been widowed or divorced?  Yes  No

Widow/Divorce Date (mm/dd/yyyy)

**12. Additional Contact Phone Number**

**13. Occupation (if age 16 or older)**

**14. Employer or School (if applicable)**

**447-260-000000**

Home  Cell  
 Work

**CHILD**

**15. Height**

**16. Hair Color**

**17. Eye Color**

**18. Travel Plans**

Departure Date (mm/dd/yyyy)

Return Date (mm/dd/yyyy)

Countries to be Visited

**1ft. 1in.**

**RED**

**GREEN**

**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 **BURY ST EDMUNDS, GBR**

State

Zip Code

**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 **NEW YORK CITY**

State **NY**

Zip Code **10001**

Phone Number **646-123-4567**

Relationship **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

**ATTACHMENT 3**

**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		0 0 0	0 0	0 0 0 0
<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City	BRANDON UNITED KINGDOM State or Foreign Country		Office Use Only FCI	
<b>4</b>	<b>DATE OF BIRTH</b>	12/08/2020 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)	1 2 3	4 5	6 7 8 9 <input type="checkbox"/> Unknown	
<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)	9 8 7	6 5	4 3 2 1 <input type="checkbox"/> Unknown	
<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 APO			
		State/Foreign Country AE	ZIP Code 09459		
<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 _____				

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)									
NPN			DOC		NTI		CAN		ITV
PBC		EVI	EVA		EVC		PRA		UNIT
EVIDENCE SUBMITTED						SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW			
						DATE			
						DATE			

## ATTACHMENT 4

### 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).

You may find the table on the back of this letter useful in documenting your dates of physical presence in the United States.

	Presence Dates (please use MM-DD-YY format)		Presence Days	
	From	To	Total Days	Source (if passport, list page number)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## ATTACHMENT 5, NO SSN MEMORANDUM

To whom it may concern:

I \_\_\_\_\_ (print full name) declare under penalty of perjury under the laws of the United States of America that the following is true and correct:

(\* ) I/my child \_\_\_\_\_ (print full name) (\* ) have/has never been issued a Social Security Number by the Social Security Administration.

Executed on: \_\_\_\_\_  
(DATE)

Signature:

(Sign using full name as indicated on the passport application or parent's fully name if signing on behalf of a child)

(\* ) please delete as appropriate