Newborn Package Checklist

100th Force Support Squadron

RAF Mildenhall Passport Office

Bldg. 436 Room 201

DSN: 238-2858

Comm: 314-238-2858

Hours: Mon – Fri

0830 – 1500

Email: 100fss.passport@us.af.mil

Information

Because your child was born in a foreign country you will need to apply for a Consular Report of Birth Abroad (CRBA), which is a formal document issued by the U.S. Department of State that certifies a child acquired U.S. citizenship at birth while born abroad.

This package also includes applying for your child's Tourist Passport and Social Security Card.

The Newborn Package Checklist will be broken up into four parts:

1. Electronic Consular Report of Birth Abroad (eCRBA)
    a. Online Application
    b. Passport Office Responsibilities
2. CRBA Checklist
3. Tourists Passport Checklist
4. Social Security Card Checklist

NOTE: *For the **REQUIRED** No-Fee Passport the CRBA must be completed and in-hand to apply. This will be a separate checklist **AND** a separate appointment.*

1. Electronic Consular Report of Birth Abroad (eCRBA)

a. Online Application

1. Create an account to apply for the eCRBA at https://mytravel.state.gov/s
2. Fill out the application form.
3. Upload the requested documents (DO NOT select will bring documents in-person).
4. Pay the application fee.
5. Email the eCRBA Summary Report to the RAFM Passport Office at: 100fss.passport@us.af.mil

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.*

b. Passport Office Responsibilities

1. Passport Office confirms they have received the eCRBA Summary Report.
2. We will send the Summary Report to the London Embassy for approval.
3. We will receive the DS-2029 Issuance from the Embassy once approved and contact you with the email provided to schedule an in-person appointment.

NOTE: *DO NOT book an in-person appointment on Setmore for a Tourist Passport,* ***we will coordinate with you.***

2. CRBA Checklist

You will need the documents below for your in-person appointment:

Child's **original** UK Birth Certificate to include TWO (2) copies

Parents **original** Marriage Certificate (if applicable) to include ONE (1) copy

Parents must provide proof of U.S citizenship using one of the **original** documents listed below:

a. U.S. Birth Certificate
b. U.S. Tourist Passport
c. U.S. Naturalization Certificate (if applicable) **WITH** one of the two listed above
d. If a parent is NOT a U.S. Citizen, provide their foreign passport

ONE (1) copy of both parents Military ID (front and back)

Printed proof of payment (eCRBA Summary Report)

Proof of physical presence in the U.S. (PCS Orders or Service Letter)

Divorce Decree or Death Certificate (from previous marriages, if applicable)

TWO (2) C4 Royal Mail Envelopes – paid up to 500G (see example picture below)



2. Tourist Passport Checklist

Fill out the DS-11 Form **directly** from the following website https://pptform.state.gov

NOTE: *We will not accept handwritten forms; the form **must** be filled out via the website.*

- Enter 000-00-000 in the SSN field

Use the following for the Mailing Address:

100 FSS/FSMPS Passport Office
Unit 4702
Bury St. Edmunds
United Kingdom, IP28 8NG

You will need the documents below for your in-person appointment:

Printed copy of the complete DS-11 **(do not sign or date form)**

Printed proof of online payment that can be paid for at:
https://www.pay.gov/public/form/start/1274042472

TWO (2) 2x2 photos – taken within 6 months

ONE (1) copy of both parent's Military ID (front and back)

NOTE: *The RAFM Passport Office **DOES NOT** provide passport photos for Tourist Passports. You can accomplish this at the RAF Lakeneheath Kodak Store located in the BX.*

2. Social Security Card Checklist

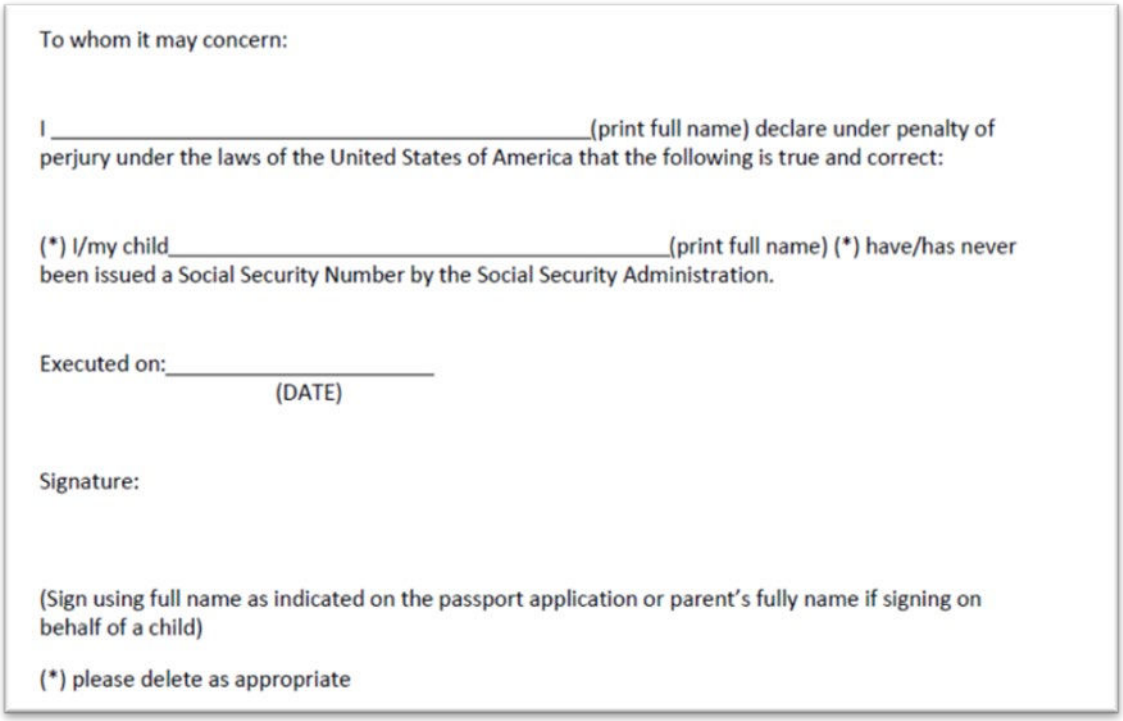
Fill out the SS-5 Form **directly** from the following website https://ssa.gov/forms/ss-5.pdf

- *We recommend using a physical UK address or an address located in the U.S. with a family member that shares the same last name as the child.*

You will need the documents below for your in-person appointment:

Printed copy of the complete SS-5 Application

A signed statement that your child has never been issued a Social Security Number (see example below)



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

Processing Times and Status Updates

Items	Estimated Return
eCRBA	4 – 7 Days
CRBA, Tourist Passport (with original documents)	8 – 10 Weeks
Social Security Card	4 – 6 Months

How to request status updates on the following:

- **CRBA:** Email LondonPassprts@state.gov with your application number and child's name and DOB.
- **Tourist Passport:** Visit the following website passportstatus.state.gov
- **Social Security Card:** Email FBU.London@ssa.gov