

# How to register your Newborn



**The Ramstein Passport Office Staff wishes all the best to you and your precious little one. We're looking forward to assisting you with processing the birth registration and your baby's first passport.**



**Published by 786 FSS/FSPS. For more information, please send an e-mail to [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil) or visit our office at Ramstein Air Base, Building 2106, Room 110. We are open Monday, Tuesday, Wednesday, and Friday from 0900 to 1400 hours and Thursday from 0800 to 1300 hours.**

**Current As Of: 1 April 2019**

# 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 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.

Remember, if your baby is born in Germany, you have to get a US Passport and Birth Certificate for him/her before they are eligible to travel outside of Germany. We highly recommend you don't make any travel plans prior to holding the passport in your hand.

**Important Information:** To start the birth registration process, please carefully read this package and prepare all required documents.

Birth Registrations are done by appointment only, which are available Monday through Thursday, between 0900 and 1030 hours. After submission and payment of your eCRBA application online, the Frankfurt Consulate will review your package and notify our office of favorable adjudication or let us know if corrections are required. We will then contact you via e-mail to schedule an appointment with the Ramstein Passport Office (Bldg 2106, Room 110).

If you don't qualify for the eCRBA process, please contact our office for further instructions.

Please be on time to your appointment! Showing up late by more than 5 minutes may result in having to reschedule you for a later appointment since we book appointments in 30-minute increments and the next customer may be waiting already.

If you are Active Duty Air Force, a Civilian serviced by the Ramstein Air Base CPO or HRO, an Air Force contractor or a dependent of any of these personnel, please visit the Ramstein Passport Office at the Military Personnel Flight, Bldg 2106, Room 110, or send an e-mail to [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil) for more information.

If you are Active Duty Army, DoDDS, AAFES, DLA, a Civilian serviced by the Kaiserslautern CPO or HRO, an Army contractor or a dependent of any of these personnel, your servicing passport offices are either the Kleber Kaserne Passport Office at DSN 483-8892 or commercial 0631-411-8892 or the Baumholder Passport Office at DSN 531-2404 or commercial 0611-143-531-2404.

# Table of Contents

<b>Introduction</b>	<b>Page 2</b>
<b>STEP 1: Collect all Required Documents</b>	<b>Page 4</b>
<b>STEP 2: Complete Form DS-2029, Application for Consular Report of Birth Abroad (CRBA)</b>	<b>Page 5</b>
<b>STEP 3: Complete Form DS-11, Application for a US Passport</b>	<b>Page 6</b>
<b>STEP 4: Complete Form SS-5, Application for a Social Security Card</b>	<b>Page 7</b>
<b>STEP 5: Schedule an Appointment for Birth Registration and Passport Application</b>	<b>Page 7</b>
<b>STEP 6: Additional Items Required for the Birth Registration Appointment</b>	<b>Page 7</b>
<b>STEP 7: Personal Appearance of Parents and Child for Birth Registration and Passport Application</b>	<b>Page 8</b>
<b>STEP 8: Pick up of CRBA and Passport(s) at Passport Office</b>	<b>Page 8</b>
<b>STEP 9: Apply for your Child's Social Security Card</b>	<b>Page 8</b>
<b>Special Circumstances and Other Documents that may be Required</b>	<b>Page 9</b>
<b>Attachment 1: Sample of DS-2029, Application for Consular Report of Birth Abroad</b>	<b>Page 10</b>
<b>Attachment 2: Sample of DS-11, Application for a US Passport</b>	<b>Page 17</b>
<b>Attachment 3: Sample of SS-5, Application for a Social Security Card</b>	<b>Page 20</b>
<b>Attachment 4: Quick Overview/Checklist of Required Items</b>	<b>Page 21</b>

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

We suggest you gather original documents pertaining to you and your spouse prior to the birth of your newborn. If you find anything missing, this will give you the chance to request a replacement of the missing document through <http://www.vitalchek.com>.

To apply for your child's Consular Report of Birth Abroad (CRBA), you will need to provide the following original documents:

### **Birth Evidence**

AE Form 40-400B - Report of Child Born Abroad of American Parent(s) when born in the US military hospital. Please ensure that the parents' info on the 40-400B matches their birth certificates (Name, Place of Birth etc). Please bring the original and two copies.

OR

Child's Foreign Birth Certificate (beglaubigte Abschrift/Ausdruck aus dem Geburtenregister) - This is the German birth certificate issued by local authorities on request. This document must show the biological parents' names. There are other short-form birth certificates (Geburtsurkunde) which are not acceptable for documenting your child as a US citizen. If you are unsure which certificate you have, please ask the Standesamt where it was issued if you have the "Beglaubigte Abschrift/Ausdruck aus dem Geburtenregister." Please bring original and two copies.

### **Evidence of Parents' Citizenship and Identity**

Your current passport is the preferred form of proof and must be submitted. Your US birth certificate/naturalization certificate is also acceptable if you are not in possession of a passport. Foreign spouses must also submit their foreign passport along with the birth registration application per the Department of State (DoS). Please bring originals. The passports will be returned to you along with the birth certificate and passport of the child. If you require your passport for traveling, please ask our military passport agents for guidance. One US citizen parent has to provide proof of physical presence in the US. Please submit school records, high school diploma or proof of military service (SURF) showing stateside assignments).

### **Military/Civilian/Contractor Privilege and ID Card and/or Spouse's Dependent ID Card**

### **Proof of the relationship between the US citizen parent(s) and the child**

Your child's AE Form 40-400B or foreign birth certificate containing both parents' names is the best form of proof. If you are married, we need to see your original marriage certificate. If you have prior marriages, we need to see your original divorce decree,

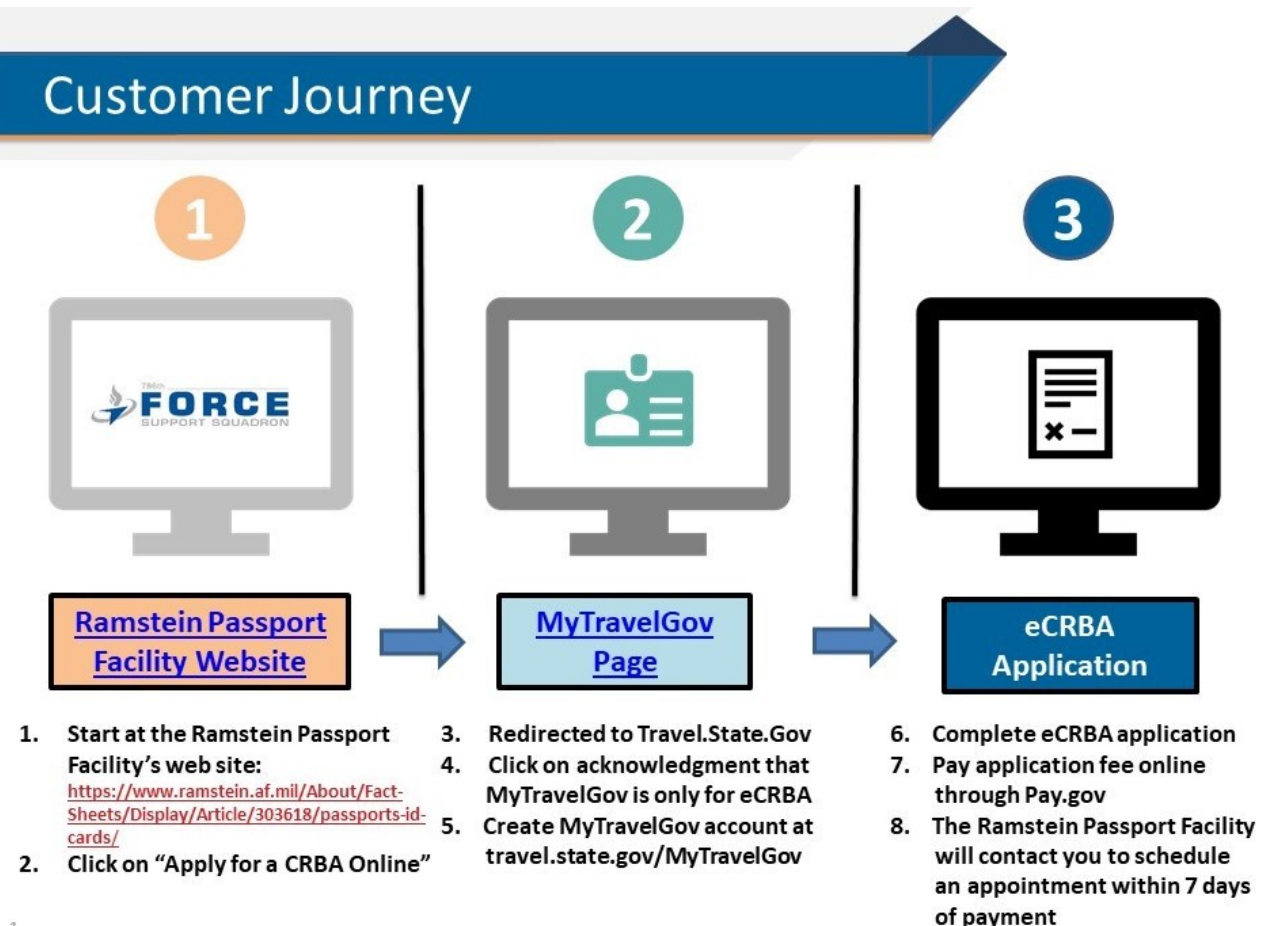
annulment, or a death certificate. If any of your documents are in a language other than English or German, a certified translation must be provided. All marriage certificates, divorce decrees, annulment or death certificates must be submitted in original form. They will be returned to you along with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

### Proof of Command Sponsorship

If you are eligible for and would like to request a no-fee passport, you will need to provide a command sponsorship approval letter, SURF with current DEROS, and orders bringing you to Germany at the time of the birth registration appointment. If you haven't started this process yet, please obtain information at the Military Personnel Flight, Outbound Assignments Office, Building 2106, Room 312. They are open for walk-in customers on Monday, Wednesday, Thursday and Friday, from 0830 to 1300 hours and Tuesday, from 0900 to 1300 hours. Please note that command sponsorship can't be initiated until after the 2-week "well baby" appointment.

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

New eCRBA process: The eCRBA service enables applicants to apply online for a CRBA instead of the traditional paper DS-2029. First, scan and save all required documents as PDF, JPG or JPEG files on your computer. Then, register for an account at MyTravelGov and create an eCRBA application following below steps.




To create a MyTravelGov account, please go to the following web site:

<https://travel.state.gov/content/travel/en/about-us/mytravelgov.html>

The eCRBA application is self-explanatory and you can save your information and return for completion at any time. Please upload applicable documents as required.

**IMPORTANT:** When adding the parent's contact information in the eCRBA application, please enter the Ramstein Passport Office's e-mail address (786fss.passports@us.af.mil) as the primary e-mail address. This will inform the Consulate staff which military passport facility will be processing your CRBA documents. Please add your personal or military e-mail address as an alternate so we can contact you to schedule an appointment.

**DO NOT** schedule a CRBA interview appointment at the Frankfurt Consulate. The Consulate will contact us upon adjudication review of your eCRBA application and within 7 days of payment so we can schedule an appointment for you to visit our office. We will then take the oath and collect your original documents as well as accept the passport application(s) if applicable. eCRBA applications will take priority. Once documents are received at the Consulate via our courier service, cases will be expedited over traditional paper cases. You can expect the CRBA and new passport to be returned within 4 to 6 weeks versus the standard 6 to 8 weeks.



Traditional CRBA process: In cases where the eCRBA service is not authorized or possible, please complete a DS-2029 application on the following web site:

[https://eforms.state.gov/editdocument.aspx?documentid=218&from=2&categoryid=1&form\\_format=3&Width=1356](https://eforms.state.gov/editdocument.aspx?documentid=218&from=2&categoryid=1&form_format=3&Width=1356)

Please read the first three instructional pages of DS-2029 for guidance on how to complete the form. See Attachment 1 for an example. Pages 1 through 3 of the DS-2029 must be completed by the parents. Page 4 will be completed by your servicing military passport agent and pages 5 to 6 will be completed by the US Consulate in Frankfurt.

Please print all 7 pages on US Letter size format (no A4 format authorized) and single-sided. The DS-2029 must be typed. Handwritten applications will not be accepted.

### **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 reaccomplish 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.



#### **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 US birth certificate and the passport are issued.

#### **STEP 5: SCHEDULE AN APPOINTMENT FOR BIRTH REGISTRATION AND PASSPORT APPLICATION.**

We will contact you via e-mail to schedule an appointment for birth registration within 7 days of submission and payment of your eCRBA or if corrections to your application must be made. All original required documents must be in order for the birth registration. Non-compliance may result in having to reschedule your appointment. This is a DoS requirement.

#### **STEP 6: ADDITIONAL ITEMS REQUIRED FOR THE BIRTH REGISTRATION 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 background. The face must be clearly visible and the child's eyes should be open. German-size passport photos are NOT acceptable for your child's US passport because they are too small and too dark in the background.

If you are only applying for a no-fee passport, we will take the passport photo at our office for submission at no cost to you.

##### Fees and Forms of Payment

We may only accept a money order or cashier's check (Made out to: Department of State). Cash, credit card or personal checks will not be accepted. Payment for the eCRBA application must be made online via direct payment from a U.S. bank account or with a major credit card.

If your child is command-sponsored and you're only requesting a CRBA and a no-fee passport, the fee will be \$100. This covers the cost of the CRBA certificate; the US government will cover the cost of the no-fee passport. If you select to also apply for a tourist passport, the additional fee will be \$115. A tourist passport is required if you plan any leisure travel outside of Germany and the US.

## **STEP 7: PERSONAL APPEARANCE OF PARENTS AND CHILD FOR BIRTH REGISTRATION AND PASSPORT APPLICATION.**

Please bring your newborn to your scheduled appointment. We are required to see the child. Both parents have to be present to sign the passport application and take an oath in the presence of a Military Passport Agent. Please refer to guidance referenced in Special Circumstances (Page 9) if one of the parents will not be available during the appointment.

**NOTE:** Your applications and documents to include original passports or birth certificates will be safeguarded at all times and transported to and from the Frankfurt Consulate by an official courier from the Military Passport Acceptance Facility.

## **STEP 8: PICK UP OF CRBA AND PASSPORT(S) AT THE PASSPORT OFFICE.**

Once your child's CRBA and passport(s) are received at our office, you will be notified per e-mail. The wait time is usually between 6 to 8 weeks, but can exceed 8 weeks at times. The new eCRBA process should reduce the wait time by 2 weeks.

## **STEP 9: APPLY FOR YOUR CHILD'S SOCIAL SECURITY CARD.**

The SS-5, Application for Social Security Card, will be returned to you along with the birth certificate and passport(s). We will provide certified copies of all required documents for submitting the social security card application. You will then need to mail these documents to below address for processing:

American Consulate General  
Federal Benefits Unit  
Giessener Strasse 30  
60435 Frankfurt

Unfortunately, this will not be funded by the US Government. We recommend mailing the documents via the German Post Office to speed up the process. It will generally take an additional 6 to 8 weeks for the actual card to be mailed directly to you from the United States. Our office is not able to track the progress of your application. Any questions must be directed to the Federal Benefits Unit at the Frankfurt Consulate. They can be reached at 069-905551100 or per e-mail: [fbu.frankfurt@ssa.gov](mailto:fbu.frankfurt@ssa.gov).

Once you receive the social security card in the mail, please immediately stop by the ID Cards Office in Bldg 2106, Room 117 (right across from the Passport Office) to update DEERS. This is very critical to ensure proper Tricare entitlements.

**This completes your Birth Registration process! Please ensure you always keep vital documents in a safe and secure place to prevent damage or theft. Do not laminate them!**



## **SPECIAL CIRCUMSTANCES AND OTHER DOCUMENTS THAT MAY BE REQUIRED:**

If the parents are not married, we need a notarized affidavit from the father. Please fill out the Affidavit of Physical Presence or Residence, Parentage and Support on the following web site:

<http://www.state.gov/documents/organization/126018.pdf>

If the child is conceived or born prior to marriage, you may need to submit affidavits or evidence depending on the circumstances surrounding the child's birth/conception. The Passport Office will advise you prior to your appointment. Please let us know of your situation in advance so we can provide guidance.

If one parent/guardian is unable to appear in person, then a signed and notarized Form DS-3053, Statement of Consent from the non-applying parent/guardian, must be submitted. The non-applying parent or guardian must complete items 1 through 3 on the form providing written consent for the issuance of a passport for the minor child. The form is only valid for 90 days. Please complete a DS-3053 application on the following web site:

<http://www.state.gov/documents/organization/212243.pdf>

Additionally, the non-applying parent or guardian consenting to the issuance of a passport for a minor child must:

- ✓ Sign and date Form DS-3053 in the presence of a Certified Notary Public, and
- ✓ Submit a photocopy of the front and back side of the ID that was presented to the Notary Public with Form DS-3053.

Other documents from the absent US citizen parent may be required if the applying parent is a non-US citizen.

If the minor child only has one parent/guardian, evidence of sole authority to apply for the child must be submitted in the form of a:

- ✓ Court order granting sole legal and physical custody to the applying parent (unless child's travel is restricted by that order) or
- ✓ Court order specifically permitting applying parent's travel with the child or
- ✓ Judicial declaration of incompetence of the non-applying parent or
- ✓ Death certificate of the non-applying parent

**Privacy Act or Sensitive Personal Information:** If you'd like to discuss matters in a more private environment away from other customers, please let us know in advance and we will make proper arrangements. Our passport agents are certified officials by the State Department and information provided to them will be handled with confidentiality and the utmost respect for your privacy.

# Attachment 1



## U.S. Department of State APPLICATION FOR CONSULAR REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA

OMB NO. 1405-0011  
EXPIRES: 03/31/2019  
Estimated Burden: 20 minutes

Registration Number

A. THIS SECTION TO BE COMPLETED BY THE CHILD'S PARENT(S) OR GUARDIAN(S) OR THE CHILD (USE SECTION D CONTINUATION SHEET)

INFORMATION ABOUT THE CHILD		
<p>1. Name of Child in Full</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%; text-align: center;">DOE <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">MARIE <small>(First)</small></div> <div style="width: 33%; text-align: center;">JANE <small>(Middle)</small></div> </div>		
<p>2. Sex      3. Date of Birth      4. Place of Birth</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> <input type="checkbox"/> M   <input checked="" type="checkbox"/> F                         </div> <div style="width: 33%; text-align: center;"> <div style="display: flex;"> <div style="width: 10%;">04</div> <div style="width: 10%;">/</div> <div style="width: 10%;">01</div> <div style="width: 10%;">/</div> <div style="width: 10%;">2016</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>(month)</div> <div>(day)</div> <div>(year)</div> </div> </div> <div style="width: 33%; text-align: center;"> <div style="display: flex;"> <div style="width: 30%;">LANDSTUHL</div> <div style="width: 30%;">GERMANY</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>(City)</div> <div>(Country)</div> </div> </div> </div>		
<p><b>NOTE: (If the U.S. citizen parent transmitting citizenship to the child is not present, he or she may complete State Department Form DS 5507 Affidavit of Parentage Physical Presence and Support and submit it separately. The parent completing this application should provide as much information on the parent completing the Form DS 5507 as he or she has.)</b></p>		
INFORMATION ON MOTHER/FATHER/PARENT	INFORMATION ON MOTHER/FATHER/PARENT	
<p>5. Full Name</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%; text-align: center;">DOE <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">JOHN <small>(First)</small></div> <div style="width: 33%; text-align: center;">JAMES <small>(Middle)</small></div> </div> <p>6. All Previous Legal Names Used</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;">_____ <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">_____ <small>(First)</small></div> <div style="width: 33%; text-align: center;">_____ <small>(Middle)</small></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;">_____ <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">_____ <small>(First)</small></div> <div style="width: 33%; text-align: center;">_____ <small>(Middle)</small></div> </div>	<p>11. Full Name</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%; text-align: center;">DOE <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">JANE <small>(First)</small></div> <div style="width: 33%; text-align: center;">JOY <small>(Middle)</small></div> </div> <p>12. All Previous Legal Names Used</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;">BROWN <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">JANE <small>(First)</small></div> <div style="width: 33%; text-align: center;">JOY <small>(Middle)</small></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;">SMITH <small>(Last/Surname)</small></div> <div style="width: 33%; text-align: center;">JANE <small>(First)</small></div> <div style="width: 33%; text-align: center;">JOY <small>(Middle)</small></div> </div>	
<p>7. Sex      8. Date of Birth</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> <input checked="" type="checkbox"/> M   <input type="checkbox"/> F                         </div> <div style="width: 33%; text-align: center;"> <div style="display: flex;"> <div style="width: 10%;">01</div> <div style="width: 10%;">/</div> <div style="width: 10%;">30</div> <div style="width: 10%;">/</div> <div style="width: 10%;">1985</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>(month)</div> <div>(day)</div> <div>(year)</div> </div> </div> <p>9. Place of Birth</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;">OLYMPIA <small>(City)</small></div> <div style="width: 33%; text-align: center;">WA <small>(State/Province)</small></div> <div style="width: 33%; text-align: center;">USA <small>(Country)</small></div> </div> <p>10. Current Physical Address (Do not list P.O. Box) <small>(A.P.O. Address Permitted)</small></p> <div style="margin-top: 10px;"> <div style="text-align: center;">PSC 4 BOX 1234 <small>(Address Line 1)</small></div> <div style="text-align: center;">APO AE 01234 <small>(City, State/Province, Country, Postal Code)</small></div> <div style="text-align: center; margin-top: 10px;">016123456789 <small>(Phone Number(s))</small></div> <div style="text-align: center; margin-top: 10px;">YOUR.NAME@US.AF.MIL <small>(Email Address)</small></div> </div> <p style="font-size: small; margin-top: 10px;">Use this address if Consular Report of Birth will be mailed?   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p> </div>	<p>13. Sex      14. Date of Birth</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> <input type="checkbox"/> M   <input checked="" type="checkbox"/> F                         </div> <div style="width: 33%; text-align: center;"> <div style="display: flex;"> <div style="width: 10%;">09</div> <div style="width: 10%;">/</div> <div style="width: 10%;">02</div> <div style="width: 10%;">/</div> <div style="width: 10%;">1988</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>(month)</div> <div>(day)</div> <div>(year)</div> </div> </div> <p>15. Place of Birth</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%; text-align: center;">SAN ANTONIO <small>(City)</small></div> <div style="width: 33%; text-align: center;">TX <small>(State/Province)</small></div> <div style="width: 33%; text-align: center;">USA <small>(Country)</small></div> </div> <p>16. Current Physical Address (Do not list P.O. Box) <small>(A.P.O. Address Permitted)</small></p> <div style="margin-top: 10px;"> <div style="text-align: center;">PSC 4 BOX 1234 <small>(Address Line 1)</small></div> <div style="text-align: center;">APO AE 01234 <small>(City, State/Province, Country, Postal Code)</small></div> <div style="text-align: center; margin-top: 10px;">016123456789 <small>(Phone Number(s))</small></div> <div style="text-align: center; margin-top: 10px;">YOUR.NAME@US.AF.MIL <small>(Email Address)</small></div> </div> <p style="font-size: small; margin-top: 10px;">Use this address if Consular Report of Birth will be mailed?   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p> </div>	
<p>17. Mailing Address (if different from Current Physical Address) (Do not list a P.O. Box.) <small>(You may list an A.P.O. address)</small></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 50%; text-align: center;">786 FSS/FSPS PASSPORTS <small>(Address Line 1)</small></div> <div style="width: 50%; text-align: center;">UNIT 3220, APO AE 09094 <small>(City, State/Province, Country and Postal Code)</small></div> </div>		

# Attachment 1

(Continued ) INFORMATION ON MOTHER/FATHER/PARENT	(Continued ) INFORMATION ON MOTHER/FATHER/PARENT																																																																								
<p>18. Citizenship Were you a U.S. citizen or U.S. Non-Citizen National when the child was born?</p> <p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>19. Citizenship Were you a U.S. citizen or U.S. Non-Citizen National when the child was born?</p> <p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>																																																																								
<b>MARITAL STATUS OF THE PARENTS</b>																																																																									
<p>20. Were you married to the child's other biological parent when the child was born?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>																																																																									
<p>21. Date and Place of Marriage to the child's other biological parent and current status</p> <p> <u>09</u> / <u>05</u> / <u>2009</u>      <u>SEATTLE</u>      <u>WA</u>      <u>USA</u>  (month) (day) (year)      (City)      (State/Province)      (Country) </p> <p> <input checked="" type="checkbox"/> Still Married   <input type="checkbox"/> Divorced   <u>    </u> / <u>    </u> / <u>    </u>   <input type="checkbox"/> Death   <u>    </u> / <u>    </u> / <u>    </u>  (month) (day) (year)      (month) (day) (year) </p>																																																																									
(Continued ) INFORMATION ON MOTHER/FATHER/PARENT	(Continued ) INFORMATION ON MOTHER/FATHER/PARENT																																																																								
<p>22. 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 D Continuation Sheet)</p> <p>STILL MARRIED</p>	<p>23. 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 D Continuation Sheet)</p> <p>JOE BROWN, MARRIED 02/15/2006 - DIVORCED 08/06/2007</p>																																																																								
<p>24. Precise Periods of Time in United States (if additional space is needed, please use the Section D Continuation Sheet)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Place (City, State)</th> <th style="text-align: left;">Date (month-day-year) From</th> <th style="text-align: left;">Date (month-day-year) To</th> </tr> </thead> <tbody> <tr> <td>OLYMPIA, WA</td> <td>01-30-1985</td> <td>07-15-2000</td> </tr> <tr> <td>DETROIT, MI</td> <td>07-16-2000</td> <td>10-01-2007</td> </tr> <tr> <td>SEATTLE, WA</td> <td>10-02-2007</td> <td>03-15-2012</td> </tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> </tbody> </table>	Place (City, State)	Date (month-day-year) From	Date (month-day-year) To	OLYMPIA, WA	01-30-1985	07-15-2000	DETROIT, MI	07-16-2000	10-01-2007	SEATTLE, WA	10-02-2007	03-15-2012		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To	<p>25. Precise Periods of Time in United States (if additional space is needed, please use the Section D Continuation Sheet)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Place (City, State)</th> <th style="text-align: left;">Date (month-day-year) From</th> <th style="text-align: left;">Date (month-day-year) To</th> </tr> </thead> <tbody> <tr> <td>SAN ANTONIO, TX</td> <td>09-02-1988</td> <td>02-09-2008</td> </tr> <tr> <td>SEATTLE, WA</td> <td>02-10-2008</td> <td>03-25-2012</td> </tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> </tbody> </table>	Place (City, State)	Date (month-day-year) From	Date (month-day-year) To	SAN ANTONIO, TX	09-02-1988	02-09-2008	SEATTLE, WA	02-10-2008	03-25-2012		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To
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## Attachment 1

(Continued) INFORMATION ON MOTHER/FATHER/PARENT	(Continued) INFORMATION ON MOTHER/FATHER/PARENT																																																																		
<p>26. Precise 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 (<i>Specify</i>) (<i>if additional space is needed please use the Section D Continuation Sheet</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Branch/Agency/Org.</th> <th style="width: 33%;">Date (month-day-year)</th> <th style="width: 33%;">Date (month-day-year)</th> </tr> </thead> <tbody> <tr> <td>AD/USAF/RAMSTEIN AB</td> <td>From 03-16-2012</td> <td>To</td> </tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> </tbody> </table>	Branch/Agency/Org.	Date (month-day-year)	Date (month-day-year)	AD/USAF/RAMSTEIN AB	From 03-16-2012	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To	<p>27. Precise 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 (<i>Specify</i>) (<i>if additional space is needed please use the Section D Continuation Sheet</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Branch/Agency/Org.</th> <th style="width: 33%;">Date (month-day-year)</th> <th style="width: 33%;">Date (month-day-year)</th> </tr> </thead> <tbody> <tr> <td>DEP/USAF/RAMSTEIN AB</td> <td>From 03-16-2012</td> <td>To</td> </tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> <tr><td> </td><td>From</td><td>To</td></tr> </tbody> </table>	Branch/Agency/Org.	Date (month-day-year)	Date (month-day-year)	DEP/USAF/RAMSTEIN AB	From 03-16-2012	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To		From	To
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<b>B. THIS SECTION TO BE COMPLETED BEFORE/BY CONSULAR OFFICER, NOTARY PUBLIC, OR OTHER PERSON QUALIFIED TO ADMINISTER OATH</b>																																																																			
<p>NOTE: If a U.S. citizen parent transmitting citizenship to the child born out of wedlock is not present, he or she may complete State Department Form DS 550, Affidavit of Parentage Physical Presence and Support and submit separately. Only the U.S. citizen father of a child born abroad out of wedlock must complete the acknowledgement of paternity and agreement to provide financial support.</p>																																																																			
<p>28. I _____ do solemnly swear (<i>or affirm</i>) (<i>check all that apply</i>)</p> <p style="text-align: center;">(Name)</p> <p> <input type="checkbox"/> I am a U.S. citizen or non-citizen national.             <input type="checkbox"/> I am the father of _____,             <span style="float: right;">(Name of Child)</span> </p> <p>             who was born on _____ in _____.             <input type="checkbox"/> My child was born out of wedlock, and I am the             <span style="float: right;">(Date of Birth) (Place of Birth)</span> </p> <p>             the father through whom he/she is claiming U.S. citizenship.             <input type="checkbox"/> I agree to provide financial support for this child until he/she reaches the age of eighteen         </p> <p style="text-align: center;">_____ (Signature of Affiant)</p> <p>SUBSCRIBED AND SWORN TO (AFFIRMED) before me this _____ day of _____,</p> <p style="text-align: center;">_____ (Signature and Title of Administering Officer)</p> <p style="text-align: right;">(SEAL)</p> <p style="color: red; text-align: center; font-weight: bold;">             Please only fill out this section if the child is conceived or born out of wedlock              or if married less than 10 months prior to date of birth of child.         </p>																																																																			

## Attachment 1

(Continued )

### THIS SECTION TO BE COMPLETED BEFORE/BY CONSULAR OFFICER, NOTARY PUBLIC, OR OTHER PERSON QUALIFIED TO ADMINISTER OATHS

29. 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  
(Parent, Legal Guardian, Other (Specify))

Signature of Person(s) Providing Information

JOHN JAMES DOE

FATHER

JANE JOY DOE

MOTHER

Type Name and Title of Official

Signature of Official

City

Date

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(month) (day) (year)

Subscribed to: (SEAL)

**Please do not sign prior to your birth registration appointment.  
You must sign this form in front of a military passport agent.**

30. Approval of Consular Report of Birth

\_\_\_\_\_  
(Printed Name of Consular Officer)

\_\_\_\_\_  
(Signature of Consular Officer)

\_\_\_\_\_  
(Approving Post)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(month) (day) (year)  
(Date of Approval)

\_\_\_\_\_  
(Registration Number)

## Attachment 1

C.	FOR OFFICIAL USE			
31. 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	____/____/____ (month)(day)(year)	_____ (City)	_____ (Province) _____ (Country)
<input type="checkbox"/>	Marriage Certificate	____/____/____ (month)(day)(year) (File Date)	____/____/____ (month)(day)(year) (Date of Issuance)	_____ (City) _____ (State) _____ (Province) _____ (Country)
<input type="checkbox"/>	Divorce Decree(s)	(a) ____/____/____ (month)(day)(year) (File Date)	____/____/____ (month)(day)(year) (Date of Issuance)	_____ (City) _____ (State) _____ (Province) _____ (Country)
		(b) ____/____/____ (month)(day)(year) (File Date)	____/____/____ (month)(day)(year) (Date of Issuance)	_____ (City) _____ (State) _____ (Province) _____ (Country)
		(c) ____/____/____ (month)(day)(year) (File Date)	____/____/____ (month)(day)(year) (Date of Issuance)	_____ (City) _____ (State) _____ (Province) _____ (Country)
<input type="checkbox"/>	Death Certificate(s)	(a) ____/____/____ (month)(day)(year)	_____ (City)	_____ (State)
		(b) ____/____/____ (month)(day)(year)	_____ (City)	_____ (State)
<input type="checkbox"/>	Mother/Father/Parent's Passport	_____ (Passport Number)	____/____/____ (month)(day)(year) (Date of Issuance)	_____ (Nationality)
<input type="checkbox"/>	Mother/Father/Parent's Passport	_____ (Passport Number)	____/____/____ (month)(day)(year) (Date of Issuance)	_____ (Nationality)
<input type="checkbox"/>	Other Identity Document of Mother/Father/Parent (e.g. Naturalization Certificate)	_____ (Name of the Citizenship Document)	_____ (Document Number)	____/____/____ (month)(day)(year) (Date of Issuance)
<input type="checkbox"/>	Other Identity Document of Mother/Father/Parent (e.g. Naturalization Certificate)	_____ (Name of the Citizenship Document)	_____ (Document Number)	____/____/____ (month)(day)(year) (Date of Issuance)
<input type="checkbox"/>	Other Identity Document of Mother/Father/Parent (e.g. Driver's License)	_____ (Name of the Identity Document)	_____ (Document Number)	____/____/____ (month)(day)(year) (Date of Issuance)
<input type="checkbox"/>	Other Identity Document of Mother/Father/Parent (e.g. Driver's License)	_____ (Name of the Identity Document)	_____ (Document Number)	____/____/____ (month)(day)(year) (Date of Issuance)
<input type="checkbox"/>	Other (Legal Guardianship; Power of Attorney, etc.)	_____ (Name of the Document)	_____ (Document Number)	____/____/____ (month)(day)(year) (Date of Issuance)



## Attachment 1

D.

CONTINUATION SHEET (USE THIS SPACE FOR ADDITIONAL INFORMATION)

### **PRIVACY ACT STATEMENT**

**AUTHORITY:** The information solicited on this form is requested pursuant to provisions in Titles 8 and 22 of the United States Code (U.S.C.), whether or not codified, including specifically 22 U.S.C. 2705 and predecessor statutes, and by regulations issued pursuant to E.O. 11295 (August 5, 1966), including Part 50, Title 22 Code of Federal Regulations (CFR).

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a Consular Report of Birth and to properly administer and enforce the laws pertaining thereto. The information may also be used in connection with issuing other evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad.

**ROUTINE USES:** The information solicited on this form may be made available as a routine use to other government agencies, to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address possible violations of law or to further the Secretary's responsibility for the protection of U.S. nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. More information on the Routine Uses for the form can be found in the System of Records Notice, Public Notice 6209 for May 2, 2008. The title of this notice is Overseas Citizens Services Records.

**DISCLOSURE:** Providing the information requested on this form is voluntary. Failure to provide the information requested on this form may result in the denial of a Consular Report of Birth, related document or service to the individual seeking such report, document or service.

### **PAPERWORK REDUCTION ACT (PRA) STATEMENT**

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: CA/OCS/L, SA-29, 4th Floor, U.S. Department of State, Washington, DC 20037-3202.

## Attachment 2 (Tourist Passport Example)



## APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004  
OMB EXPIRATION DATE: 03-31-2019  
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

- ☒ U.S. Passport Book ☐ U.S. Passport Card ☐ Both  
The U.S. passport card is not valid for international air travel. For more information see page 1 of instructions.  
☒ Regular Book (Standard) ☐ Large Book (Non-Standard)

Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of extra pages.

1. Name Last

DOE

First

JANE

Middle

MARIE

2. Date of Birth (mm/dd/yyyy)

04 01 2016

3. Sex

M

F

4. Place of Birth (City &amp; State if in the U.S., or City &amp; Country as it is presently known.)

LANDSTUHL, GERMANY

5. Social Security Number

000 00 0000

6. Email (Info alerts offered at [travel.state.gov](http://travel.state.gov))

JOHN.DOE@US.AF.MIL

7. Primary Contact Phone Number

063-710-00000

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, etc.

786 FSS/FSPS PASSPORTS

Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)

UNIT 3220, RAMSTEIN

City

APO

State

AE

Zip Code

09094

Country, if outside the United States

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)

A.

B.

## STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other

Name

Issue Date (mm/dd/yyyy)

Exp. Date (mm/dd/yyyy)

State of Issuance

ID No

Country of Issuance

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other

Name

Issue Date (mm/dd/yyyy)

Exp. Date (mm/dd/yyyy)

State of Issuance

ID No

Country of Issuance

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

☐ Acceptance Agent ☐ (Vice) Consul USA☐ Passport Staff Agent

(Seal)

Name of issuer company (if applicable)

Facility ID Number

Facility Name/Location

Agent ID Number

Signature of person authorized to accept applications

Date

Applicant's Legal Signature - age 16 and older

Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

For Issuing Office Only → Bk Card EF Postage Execution Other

\* DS 11 B 09 2013 1 \*

Sample - Please enter your information.

# Attachment 2 (NO-FEE Passport Example)



## APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004  
OMB EXPIRATION DATE: 06-31-2019  
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions  
Please select the document(s) for which you are applying:

☒ U.S. Passport Book ☐ U.S. Passport Card ☐ Both  
The U.S. passport card is not valid for international air travel. For more information see page 1 of instructions.  
☒ Regular Book (Standard) ☐ Large Book (Non-Standard)

Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last: DOE  
First: JOHN Middle: DAN  
2. Date of Birth (mm/dd/yyyy): 04/01/2018 3. Sex: M ☒ F ☐ 4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.): LANDSTUHL, GERMANY  
5. Social Security Number: 000 00 0000 6. Email (Info alerts offered at [travel.state.gov](http://travel.state.gov)): JOHN.DOE@US.AF.MIL 7. Primary Contact Phone Number: 063-710-00000  
8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or APO  
MITCHELL AVE, BLDG 2106 RM 110  
Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)  
C/O 786 FSS/FSPS, RAMSTEIN  
City: RAMSTEIN State: Zip Code: 66877 Country, if outside the United States: GERMANY  
9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)  
A. B.

Must enter zeros here.

**STOP! CONTINUE TO PAGE 2**

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other \_\_\_\_\_

Name: \_\_\_\_\_  
Issue Date (mm/dd/yyyy): \_\_\_\_\_ Exp. Date (mm/dd/yyyy): \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
ID No: \_\_\_\_\_ Country of Issuance: \_\_\_\_\_

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other \_\_\_\_\_

Name: \_\_\_\_\_  
Issue Date (mm/dd/yyyy): \_\_\_\_\_ Exp. Date (mm/dd/yyyy): \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
ID No: \_\_\_\_\_ Country of Issuance: \_\_\_\_\_

I declare, under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

Attach a color photograph taken within the last six months

2" x 2" STAPLE

FROM 1" TO 1 3/8"

STAPLE

2" x 2" STAPLE

STAPLE

2" x 2" STAPLE

Attach a color photograph taken within the last six months

☐ Acceptance Agent ☐ (Vice) Consul USA  
☐ Passport Staff Agent

(Seal)

Name of courier company (if applicable): \_\_\_\_\_ Facility ID Number: \_\_\_\_\_  
Facility Name/Location: \_\_\_\_\_ Agent ID Number: \_\_\_\_\_  
Signature of person authorized to accept applications: \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Applicant's Legal Signature - age 18 and older  
X \_\_\_\_\_ Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)  
X \_\_\_\_\_ Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

For Issuing Office Only: Blk \_\_\_\_\_ Card \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Execution \_\_\_\_\_ Other \_\_\_\_\_

\* DS 11 B 09 2013 1 \*


DS-11 06-2016

Page 1 of 2

Sample - Please enter your information.



## Attachment 2 (2nd Page for both type of applications)

Name of Applicant (Last, First, & Middle)				Date of Birth (mm/dd/yyyy)	
DOE, JANE MARIE				04/01/2016	
10. Parental Information				Last Name (at Parent's Birth)	
Mother/Father/Parent - First & Middle Name				DOE	
JOHN JAMES					
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex U.S. Citizen?	
01 30 1985		OLYMPIA		<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Female <input type="checkbox"/> No	
Mother/Father/Parent - First & Middle Name				Last Name (at Parent's Birth)	
JANE JOY				SMITH <span style="color: red;">Please enter mother's maiden name.</span>	
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex U.S. Citizen?	
09 02 1988		SAN ANTONIO		<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Female <input type="checkbox"/> No	
11. Have you ever been married? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	
<span style="color: red;">Please leave item 11 blank; this will always be marked "No" for newborns.</span>					
U.S. Citizen?		Date of Marriage (mm/dd/yyyy)		Have you ever been widowed or divorced? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> 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)
			DEPENDENT		USAF
15. Height		16. Hair Color		17. Eye Color	
2ft. 5in.		BROWN		BROWN	
18. Travel Plans					
Departure Date (mm/dd/yyyy)		Return Date (mm/dd/yyyy)		Countries to be Visited	
05/01/2018		05/31/2018		GERMANY, USA	
19. Permanent Address - If P.O. Box is listed under Mailing Address <u>or</u> if residence is different from Mailing Address.					
Street/RFD # or URB (No P.O. Box)				Apartment/Unit	
HAUPSTRASSE <span style="color: red;">Please enter current residence address.</span>				000	
City				State Zip Code	
RAMSTEIN-MIESENBAACH, DEU				66877	
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
MARTHA DOE		550 MAIN ST			
City		State Zip Code		Phone Number Relationship	
WICHITA		KS 98584		012-345-678900 GRANDMOTHER	
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	
<span style="color: red;">Please leave item 21 blank; this will always be marked "No" for newborns.</span>					
Status of your most recent passport book: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> 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: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)					
<b>PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY</b>					
Name as it appears on citizenship evidence _____					
<input type="checkbox"/> Birth Certificate SR CR City Filed: _____ Issued: _____ <input type="checkbox"/> Nat. / Citiz. Cert. USCIS USDC Date/Place Acquired: _____ A# _____ <input type="checkbox"/> Report of Birth Filed/Place: _____ <input type="checkbox"/> Passport C/R S/R Per PIERS #/DOI: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Attached: _____					
 * DS 11 B 09 2013 2 *					
<input type="checkbox"/> P/C of Citiz <input type="checkbox"/> P/C of ID <input type="checkbox"/> DS-71 <input type="checkbox"/> DS-3053 <input type="checkbox"/> DS-64 <input type="checkbox"/> DS-5520 <input type="checkbox"/> DS-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> IRL <input type="checkbox"/> Citiz W/S					

## Attachment 3

# SOCIAL SECURITY ADMINISTRATION

## Application for a Social Security Card

Form Approved  
OMB No. 0960-0066

<b>1</b>	<b>NAME</b> TO BE SHOWN ON CARD		First JANE	Full Middle Name MARIE	Last DOE
	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First	Full Middle Name	Last
	OTHER NAMES USED				
<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> LANDSTUHL GERMANY (Do Not Abbreviate) City State or Foreign Country		Office Use Only FCI	<b>4</b> <b>DATE OF BIRTH</b> 04/01/2016 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 checked="" 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 checked="" type="checkbox"/> White <input type="checkbox"/> Asian			
<b>8</b>	<b>SEX</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female				
<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>		First JANE	Full Middle Name JOY	Last SMITH
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9 B 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 JOHN	Full Middle Name JAMES	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> 05/05/2016 MM/DD/YYYY		<b>15</b> <b>DAYTIME PHONE NUMBER</b> 49 1234567890123 Area Code Number		
<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No. PSC 4 BOX 1234 City APO State/Foreign Country AE ZIP Code 12345		
<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	NWR DNR UNIT
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
				DATE	
				DCL DATE	

Sample - Please enter your information.



## Attachment 4

<b>Birth Registration Quick Review Checklist</b>		
<b>Item Required</b>	<b>Initials</b>	<b>Notes or Corrections Required</b>
DS-2029 Application for eCRBA/CRBA		
DS-11 Application for Passport		
SS-5 Application for Social Security Card		
Original AE 40-400B Child's Report of Birth (Child Born in Military Hospital)		
Original Child's German Birth Certificate "Beglaubigter Auszug aus dem Geburten- register" (Child Born in German Hospital)		
US Citizen Parent: Original US Passport of Parent		
Proof of Physical Presence in the US from the US citizen parent		
Foreign Parent: Original Foreign Passport of Parent		
Original Proof of Citizenship if Parent(s) are not in the possession of a valid Passport		
Original Marriage Certificate (if applicable)		
Original Divorce Decree (if applicable)		
Two Infant Passport Photos (2"x2"); only re- quired for tourist passport applications		
Money order or cashier's check for \$115 (tourist passport). eCRBA will be paid for on- line (\$100). No-fee passport is free of charge.		
Command Sponsorship Letter, SURF, Orders, SSN statement (for no-fee passports only)		
Both Parents and Child must be present dur- ing Birth Registration		
One Parent and Child present with notarized consent of absent Parent (DS-3053)		