



HOW TO REGISTER YOUR NEWBORN



The USAG Rheinland-Pfalz MPD Passport Offices Staff wishes all the best to you and your precious little one. We're looking forward to assisting you with processing the Consular Report of Birth Abroad and your baby's first passport.

How to Register your Newborn is a courtesy of the author (Ramstein Passport Office). We have adapted the information to serve the Kaiserlautern and Baumholder Military Communities.

CUSTOMER SERVICE INFORMATION

KLEBER PASSPORT OFFICE

Kleber Kaserne, Building 3245, Room 113
Mannheimer Strasse 67657, Kaiserslautern

Please contact the Kleber Passport Office via e-mail for instructions on how to register your newborn using the new e-CRBA system at:

usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil

Closed Fridays and U.S. Federal Holidays

Note: Walk-in services are provided for SOFA, Ration Cards and Passport Pick Up.

All other services are by APPOINTMENT ONLY.

Walk-In Hours for SOFA and Rations Cards ONLY are Monday – Friday, 0800 - 1130 and 1300 - 1530

Walk-In Hours for all other services are Monday - Thursday, 1300 - 1530

Closed on Fridays and U.S. Federal Holidays

BAUMHOLDER MPD PASSPORT OFFICE

Smith Barracks Bldg. 8660 Bayonet Drive
55774 Baumholder

Please contact the Baumholder Passport Office via email for instructions on how to register your newborn using the new e-CRBA system at:

usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil

Closed on Fridays and U.S. Federal Holidays

Note: Walk-in services are provided for SOFA, Ration Cards and Passport Pick Up. All other services are by APPOINTMENT ONLY to include the pick up of Consular Report of Birth Abroad and Passport for newborns

Customer Service Hours for Walk-Ins: 0830-1130 and 1300-1600

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CRBA AND NEWBORN PASSPORTS

If you are a U.S. Citizen and the parent of a child born outside of the United States, you will need to document your child's U.S. Citizenship with a "Consulate Report of Birth Abroad (CRBA)". After you complete the application for a CRBA, you may then apply for your child's first passport. Once the child has that passport, you can apply for the Social Security Card.

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

Please read the following information *carefully* . The documents and steps required must be followed to complete this process smoothly. **Incomplete birth registration packets will not be processed.**

e-CRBA Application

This application method will allow you to enter your data, upload required documents, pay the fees, and receive your CRBA much more efficiently. **It is very important you include the email of your passport office in your application.** Once you have submitted it, the Frankfurt Consulate will send the processed application to that passport office, who will then contact you for an appointment.

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 anything is missing, this will give you the opportunity to request replacements of the missing document through <http://www.vitalchek.com>.

To apply for your child's CRBA, you will need to provide the following **original** documents:

1. Child's Birth Evidence—AE Form 40-440B

AE Form 40-400B – Report of Child Born Abroad of American Parent(s) when born in a US military hospital. Please ensure that the parents' information on the AE Form 40-400B matches their birth certificates/passport information (Name, Place of Birth, etc.)

OR

Child's Foreign Birth Certificate – (beglaubigte Abschrift/Ausdruck aus dem Geburtenregister) – This is the German certificate of descent issued by local authorities **on request** from the local Standesamt (registry office). 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”**.

2. Evidence of Parents' Citizenship and Identity

Your current passport is the preferred form of proof. Your U.S. Birth Certificate or naturalization certificate is also acceptable, **but only if you are not in possession of a passport**. Foreign spouses must also submit their foreign passport along with the birth registration application. This is a Department of State requirement. The passports will be returned once the CRBA and passport of the child has returned. If you require your passport for traveling, please ask our military passport agents for guidance.

3. Evidence of Physical Presence in the United States by one U.S. Citizen Parent

Provide evidence of physical presence in the United States by the U.S. Citizen Parent for a period of 5 years prior to the child's birth, two of which are after the age of 14. Time spent abroad as a U.S. Military Member or U.S. Government Employee (or unmarried dependent thereof) can be counted toward the required time of physical presence. The following documents may be used:

- Military records (SRB, SURF or service equivalent and DD 214)
- U.S. Public or Private School Records
- U.S. College Transcripts
- Lease/Rental Agreement
- U.S. Employment and Income Records (W-2)(used as secondary proof only)
- U.S. Tax Returns (used as secondary proof only)

Dependent ID

*This is just a good time to remind you that all documents must be **originals**.*

4. Military/Civilian/Contractor Privilege and ID Card and/or Spouse's

5. Proof of the relationship between the U.S. Citizen Parent(s) and the child.

Your child's AE 40-400B or foreign birth certificate containing both parents' names is the best form of proof. If you are married, we need your original marriage certificate. If your marriage is in a language other than English, a certified translation must be provided.

Important Note: If you have prior marriages, we need your original divorce decree, annulment, or death certificate. They will be returned to you along with the CRBA and child's passport. If you do not provide this original document, the registration will not be processed.

STEP 2: COMPLETE E-CRBA ONLINE APPLICATION

1. Scan and save your original documents as PDF files on your computer.
2. Go to travel.state.gov, click the “MyTravelGov” link at the top, then click “Go To MyTravelGov Account Log-In” to create an account.
3. Start the e-CRBA application process.
4. **IMPORTANT STEP**—On the contact information under the Parent Information section on the e-mail portion, please add the email of your servicing Military Passport Office as follows:

Kleber Passport Office:

usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil

Baumholder Passport Office:

usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil

5. Once you pay the \$100 fee online and finish the process, you will receive an application confirmation. Please keep track of your application number and the date the fee left your account.
6. Please allow 5 business days for a Military Passport Agent to contact you with an appointment to accept all original documents, take your oath and signatures, and process your newborn’s U.S. Passport application.

STEP 3: APPLICATION FOR A U.S. PASSPORT

Please complete form DS-11 using the passport application wizard on the following website:

<https://pptform.state.gov>

Upon completion, select "Create Form" and print **pages 5 & 6**. There will be a bar code on the top left corner of Page 5. If your form does not show this barcode, you will need to re-accomplish the form. **Please do not sign this form.** In addition, use the mailing address for your servicing Military Passport Office:

**Kleber Kaserne
USAG Rheinland-Pfalz
Kleber Passport Office
Unit 23175
APO AE 09227**

**Baumholder
USAG Rheinland-Pfalz
Baumholder Passport Office
Unit 23746
APO AE 09034**

STEP 4: PASSPORT PHOTOS AND FEE

Passport Photo

One recent passport photo, measuring 2"x2" or 5cm x 5cm. The child must be facing front on a white background. The face must be clearly visible and the child's eyes can be open or closed. Do not dress your baby in white clothing, since it can cause the appearance of the baby to blend in with the background. The photo must reflect the best likeness of your child.

We recommend that you take your baby to a VIOS photo lab on Kleber, Baumholder, or to MOMs on Ramstein.

German passport photos are not acceptable.

Fees and Forms of Payment for Tourist Passport Applications

If you choose to apply for a tourist passport, the fee will be \$135.00. We may only accept a money order made out to the U.S. Department of State.

Forms for a No-Fee Military Dependent Passport

If your child is command sponsored and you are only requesting the Consular Report of Birth Abroad, you will not need to bring any additional money orders.

STEP 5: PERSONAL APPEARANCE FOR THE REGISTRATION OF YOUR CHILD

Both parents and the child must be present at your scheduled appointment. Please refer to guidance listed in Special Circumstances if one of the parents is unavailable.

Note: Your applications and documents to include original passport or birth certificates will be safeguarded at all times.

STEP 6: PICK UP YOUR CHILD'S CRBA AND PASSPORT AT YOUR SERVICING PASSPORT OFFICE.

Once you have been invited for an appointment, your application will be delivered to Frankfurt. Please allow 8-12 weeks to pass for your documents, CRBA, and child's passport to be returned. We will email you when it is ready for pick-up. Only one parent is required to pick up the documents.

STEP 7: APPLY FOR CHILD'S SOCIAL SECURITY CARD

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:

**American Consulate General
Federal Benefits Unit
Giessener Strasse 30
60435 Frankfurt**

This is not funded by the U.S. Government. We recommend mailing the documents via the German Post Office to speed up the process. **Please make sure your child's name is added to your mailbox's roster.** We are unable to track the progress of your application. You can contact the Federal Benefits Unit at the Consulate at 069905551100 or at fbu.frankfurt@ssa.gov.

SPECIAL CIRCUMSTANCES AND OTHER REQUIRED DOCUMENTS

1. 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 **only if the father will not be present with the mother at the following site:**

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

2. 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. Please let us know of your situation in advance so we can provide guidance.
3. If on 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/guardian must complete items 1 through 3 on the form providing written consent for the issuance of a passport for the minor child. This form must be signed and dated in the presence of a Certified Notary Public, and a photocopy of the front and back of the ID presented to the notary must be submitted. You can find the form at this site:

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

4. 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:
 - a. Court order granting sole legal and physical custody to the applying parent (unless child's travel is restricted by that order),
 - b. Court order specifically permitting applying parent's travel with the child,
 - c. Judicial declaration of incompetence of the non-applying parent, or
 - d. Death certificate of the non-applying parent.

Privacy Act or Sensitive Personal Information: 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.

If you have any additional questions, please send us an email. We guarantee to answer within 24-48 hours.



APPLICATION FOR A U.S. PASSPORT

Use black ink only. If you make an error, complete a new form. Do not correct.

Select document(s) for which you are submitting fees:

☒ U.S. Passport Book ☐ U.S. Passport Card ☐ Both
The U.S. passport card is not valid for international air travel. (See Instructions Page 3)
☒ Regular Book (Standard) ☐ Large Book (Non-Standard)
The large book is for frequent travelers who need more visa pages.

1. Name Last

DOE

First

JOHN

Middle

JAMES

☐ D ☐ O ☐ S ☐ NFR

End. # Exp.

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

12 01 2021

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 (see application status at passportstatus.state.gov)

THOMAS.J.DOE.MIL@ARMY.MIL

7. Primary Contact Phone Number

012-345-678900

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

USAG RP KLEBER PASSPORT OFFICE

Address Line 2: (Include Apartment, Suite, etc. If applicant is a child, write "In Care Of" of the parent. Example: In Care Of - Jane Doe, mother)

UNIT 23175

City

APO

State

AE

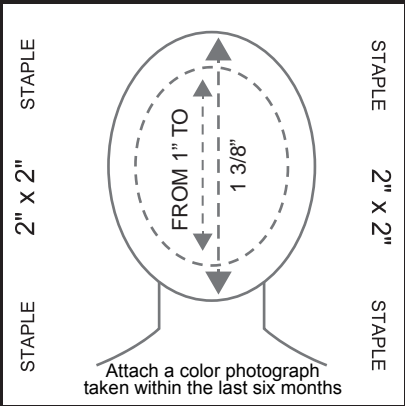
Zip Code

09227

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.



Attach a color photograph taken within the last six months

☐ Acceptance Agent ☐ (Vice) Consul USA

☐ Passport Staff Agent

(Seal)

Signature of person authorized to accept applications

By signing this form, I certify that I have provided the verbal oath and witnessed the applicant's/legal guardian's signature.

Print Facility Name/Location

Name of courier company (if applicable)

Date

Agent ID Number

Facility ID Number

STOP! CONTINUE TO PAGE 2
DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian 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/Legal Guardian 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 performed any of the acts listed under "Acts or Conditions" on page 4 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 4 of the instructions to the application form.

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)



DS 11 B 12 2020 1

For Issuing Office Only Bk Card EF Postage Execution Other

ATTACHMENT 2

Name of Applicant <i>(Last, First, & Middle)</i>				Date of Birth <i>(mm/dd/yyyy)</i>	
DOE, JOHN JAMES				12/01/2021	
10. Parental Information					
Mother/Father/Parent - First & Middle Name <i>(at Parent's Birth)</i>			Last Name <i>(at Parent's Birth)</i>		
THOMAS JEFFERSON			DOE		
Date of Birth <i>(mm/dd/yyyy)</i>		Place of Birth <i>(City & State if in the U.S. or City & Country as it is presently known)</i>		Sex U.S. Citizen?	
01 30 1995		WASHINGTON, DC		<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Female <input type="checkbox"/> No	
Mother/Father/Parent - First & Middle Name <i>(at Parent's Birth)</i>			Last Name <i>(at Parent's Birth)</i>		
BETSY ROSS			DOE Please enter mothers maiden name		
Date of Birth <i>(mm/dd/yyyy)</i>		Place of Birth <i>(City & State if in the U.S. or City & Country as it is presently known)</i>		Sex U.S. Citizen?	
09 02 1998		PHILADELPHIA, PA		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Female <input type="checkbox"/> No	
11. Have you ever been married? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, complete the remaining items in #11.</i>					
Full Name of Current Spouse or Most Recent Spouse <i>(Last, First & Middle)</i>			Date of Birth <i>(mm/dd/yyyy)</i>		Place of Birth
Please leave item 11 blank; this will always be marked "No" for newborns					
U.S. Citizen?		Date of Marriage <i>(mm/dd/yyyy)</i>		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 <i>(mm/dd/yyyy)</i>	
12. Additional Contact Phone Number			13. Occupation <i>(if age 16 or older)</i>		14. Employer or School <i>(if applicable)</i>
			DEPENDENT		USA
15. Height		16. Hair Color	17. Eye Color	18. Travel Plans <i>(If no travel plans, please write "none")</i>	
1ft. 9in.		BLACK	BROWN	Departure Date <i>(mm/dd/yyyy)</i> Return Date <i>(mm/dd/yyyy)</i>	
				Countries to be Visited	
19. Permanent Address <i>(Complete if P.O. Box is listed under Mailing Address or if residence is different from Mailing Address. Do not list a P.O. Box)</i>					
Street/RFD # or URB					
CMR 123 BOX 456 Please enter current residence address					
City					
APO					
State				Zip Code	
AE				09123	
20. Your Emergency Contact <i>Provide the information of a person not traveling with you to be contacted in the event of an emergency.</i>					
Name			Address: Street/RFD # or P.O. Box		
THOMAS DOE			CMR 123 BOX 4567		
City			State	Zip Code	Relationship
APO			AE	09227	012-345-678900 FATHER
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 <i>If yes, complete the remaining items in #21.</i>					
Name as printed on your most recent passport book			Most recent passport book number		Most recent passport book issue date <i>(mm/dd/yyyy)</i>
Please leave item 11 blank; this will always be marked "No" for newborns					
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 <i>(if expired)</i>					
Name as printed on your most recent passport card			Most recent passport card number		Most recent passport card issue date <i>(mm/dd/yyyy)</i>
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 <i>(if expired)</i>					

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

Name as it appears on citizenship evidence			
<input type="checkbox"/> Birth Certificate	SR	CR	City Filed:
<input type="checkbox"/> Nat. / Citiz. Cert.	USCIS	USDC	Date/Place Acquired:
<input type="checkbox"/> Report of Birth	Filed/Place:		
<input type="checkbox"/> Passport	C/R	S/R	See #21 #/DOI:
<input type="checkbox"/> Other:			
<input type="checkbox"/> Attached:			
<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			



DS 11 B 12 2020 2

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME 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				
2	Social Security number previously assigned to the person listed in item 1			0 0 0 - 0 0 - 0 0 0 0	
3	PLACE OF BIRTH LANDSTUHL GERMANY (Do Not Abbreviate) City State or Foreign Country		Office Use Only FCI	4	DATE OF BIRTH 04/01/2016 MM/DD/YYYY
5	CITIZENSHIP (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)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		7	RACE 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	
8	SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First JANE	Full Middle Name JOY	Last SMITH
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)		1 2 3 - 4 5 - 6 7 8 9	<input type="checkbox"/> Unknown	
10	A. PARENT/ FATHER'S NAME		First JOHN	Full Middle Name JAMES	Last DOE
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		9 8 7 - 6 5 - 4 3 2 1	<input type="checkbox"/> Unknown	
11	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.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY	
14	TODAY'S DATE 05/05/2016 MM/DD/YYYY		15 DAYTIME PHONE NUMBER 49 1234567890123 Area Code Number		
16	MAILING ADDRESS (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		
17	YOUR SIGNATURE		18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <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.

E-CRBA AND PASSPORT QUICK CHECKLIST

STEPS:

1. COLLECT ALL REQUIRED DOCUMENTS
2. COMPLETE E-CRBA ONLINE APPLICATION
3. COMPLETE DS-11 APPLICATION FOR PASSPORT
4. GATHER PASSPORT PHOTO AND FEES
5. APPEAR IN PERSON FOR PASSPORT APPOINTMENT
6. PICK UP YOUR AND YOUR CHILD'S DOCUMENTS WHEN NOTIFIED
7. APPLY FOR THE CHILD'S SOCIAL SECURITY CARD

WHAT TO BRING TO YOUR APPOINTMENT

- ☐ Both parents and child
- ☐ If one parent is absent: DS-5507 or DS-3053 based on circumstances surrounding an absent parent/guardian
- ☐ DS-11 Application for a U.S. Passport
- ☐ Original AE 40-400B (for child born in military hospital) or Original Beglaubigter Auszug aus dem Geburtenregister (for child born in German hospital)
- ☐ Foreign parent: Original Foreign Passport of parent
- ☐ U.S. Citizen Parent(s): Original U.S. Passport of parent(s)
- ☐ Original proof of U.S. Citizenship if no passport is available
- ☐ 5 years evidence of physical presence in the U.S. from U.S. citizen parent
- ☐ Original Marriage Certificate
- ☐ Original Divorce Decrees, annulment, or death certificate (if applicable)
- ☐ Any other supporting documents if needed
- ☐ Both parents' military ID cards
- ☐ Money order for \$135
- ☐ Infant 2"x2" passport photo