



[48th Force Support Squadron](#)

[PASSPORT/VISA](#)
[OFFICE](#)

48FSS.Passports@us.af.mil

NEWBORN PACKAGE

48 FSS/Passport Office Hours of Operation:

Monday-Friday 0830-1030 **APPOINTMENT ONLY** (Email/Call to Schedule)

CLOSED: Third Wednesday of the month, USAFE Family Days, US Federal Holidays, and Goal Days
48fss.passports@us.af.mil / DSN: 226-1210 / COMM: 01638 52 1210

Purpose of the Newborn Package: The Newborn Package will assist members when applying for a newborn's Consular Report of Birth Abroad, Tourist Passport, and Social Security Card. Parents may complete appointments listed below through the RAFL Passport Office or go to the US Embassy in London to apply in one visit (to schedule an appointment, visit UK.USEMBASSY.GOV). After receiving the Consular Report of Birth Abroad, you may apply for the No-Fee.

Please Note: We will NOT hold on to any documents or complete any forms on-line for the member. Failure to provide all required documents and incorrectly filled out forms will result in appointment being rescheduled for a later date.

CONSULAR REPORT OF BIRTH ABROAD, TOURIST PASSPORT (optional), & SSN

(Estimated processing time: 6-8 weeks for CRBA & PPT, additional 5-6 weeks after that for SSN to arrive)

Items Required for Consular Report of Birth Abroad:

- DS-2029 Application Form (<https://eforms.state.gov/Forms/ds2029.pdf>)
(Please use the Passport Office address for block 5, mailing address—our address is listed on pg. 2)
Do not sign the application form until a Passport Agent is present and has reviewed it
- Money Order for \$100.00 made to "US DISBURSING OFFICER"
- (2) Two Royal Mail Special Delivery Envelopes (A4 size ~ 13.5 x 10 in) with prepaid postage up to 500g from the British Post Office.
- Copy of Parents' Photo ID (Embassy requires front and back of military ID on single sided paper)
- Proof of Parents' Previous Physical Residence in the US (i.e. Education records or transcripts, employment or military records/SURF+Orders)
- The following **ORIGINAL DOCUMENTS** are required to be sent with the application:
 - o British Birth Certificate (bring original and 3 copies)
 - o Parents' Marriage Certificate (bring original and 1 copy)
 - o Parents' Passports OR Birth Certificates OR Naturalization Certificates (bring originals and 1 copy)
 - o Divorce Decrees (if either parent has ever been married before; bring original(s) and 1 copy)
 - o Any Official Name Change Document (bring original and 1 copy)

Items Required for **optional Tourist Passport Book:**

- DS-11 Application Form **must use the FORM FILLER version** (MUST be filled in Online/link & guidance on second page)
(Application **CANNOT** be hand written, it **MUST** be generated by the online questionnaire—Link on back.)
(Please use your UK Physical mailing address—passport will still be returned to the Passport Office)
** Do not sign the application form until a Passport Agent is present and has reviewed it **
- Money Orders one for \$135.00 made to "US DEPARTMENT OF STATE"
- (1) One Passport Photos Size 2x2 (Kodak Store in BX - No Glasses - taken within the last 6 months)
- Copy of Parents' Photo ID (Embassy requires front and back of military ID on same side of the paper)

Items Required for Social Security Card:

- SS-5 Application (<https://www.ssa.gov/forms/ss-5.pdf>)
(The embassy recommends using a U.S. address for shipping. You may use your APO address for the mailing address)
** Do NOT sign or date the application form until a Passport Agent is present and has reviewed it **
- Copy of Signing Parent's Passport (bring originals and 1 copy)
- Copy of Signing Parent's Photo ID (Embassy requires front and back of military ID on same side of the paper)

Note: Both parents and child need to be present at the appointment. If one parent cannot attend the appointment, an original DS-5507 (certified by a passport agent or consular official) will be required for the CRBA application, AND an original notarized DS-3053 will be required for the Tourist Passport application. Please bring 2 different photocopies of ID's along with the forms. Email or call for any questions.

(Links: <https://eforms.state.gov/Forms/ds5507.pdf> & <https://eforms.state.gov/Forms/ds3053.pdf>)

GUIDE FOR FILLING OUT THE DS 11 APPLICATION (TOURIST PASSPORT)

To create the DS-11 form, complete the questionnaire Online using the following link: <https://pptform.state.gov/>

First Screen: Enter applicant personal information

Second Screen: Enter your PHYSICAL UK address

Third Screen: Enter dates of upcoming travel (if applicable)

Fourth Screen: Emergency Contact Information (Someone not traveling with you)

Fifth Screen: Enter your MOST RECENT passport information (if applicable)

Sixth Screen (for DS-11): Applicant must enter all parental information as it appears on their birth certificate (if applicable).

Only put unknown if one parent is not on the applicant's birth certificate.

Continue Completing Remaining Prompts:

**Please select desired book and/or Card for the Price. Requesting a passport card will be an additional cost than listed on page 1. If requesting this additional documents, you will be required to bring a money order for the full fee (fee + execution fee).*

*****Processing cannot be expedited overseas *****

On the Final Screen, Please create and print application

***NOTE: APPLICATIONS MUST BE PRINTED SINGLE SIDED ON 8 1/2 X 11 PAPER**

GUIDE FOR FILLING OUT THE 2029 APPLICATION (CRBA)

Page 1:

Section A. This section to be completed by the child's parent(s) or guardian(s) or the child

- Fill out all blocks on page 1
- Block 2g & 3g list your PHYSICAL UK address (no apo)

Page 2:

- Fill out all blocks on page 2
- Block 2j-k & 3j-k
 - Dates need to be as accurate as possible (MM/DD/YYYY) OR (MM/YYYY) if day is not possible
 - Dates should start with parents DOB and work to most current date (in order)
 - Most current date should end with the Baby's Birth Date
 - Dates should NOT overlap. (i.e. if you left 04/11/2020 your next date should be 04/12/2020)
 - Block 2j & 3j will list ALL city/states you have lived in the US for 1+ years
 - Blocks 2k & 3k will list ALL overseas places you have lived/visited for 3+ weeks
(include TDY and Deployments)
 - Blocks 2k & 3k may list USAF AD, USAF Dependent, and/or DoD Civilian
OR any country/base you have visited for 3+ weeks

2029 box 5 address:

Mailing Address: **RAF LAKENHEATH PASSPORT OFFICE**
City: **BRANDON**
Province: **SUFFOLK**
Country: **UNITED KINGDOM**
Zip: **IP27 9PN**

Picture examples will be on Powerpoint
Please email 48fss.passports@us.af.mil with any questions

Providing Proof of Physical Presence for the CRBA 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 00-214 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).

Please double check the requirements through:

<https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/us-citizenship/Acquisition-US-Citizenship-Child-Born-Abroad.html>

Guidance for DS-2029 Precise Periods of Time in the U.S. and Precise Periods Abroad in U.S.Armed Forces

- Dates need to be as accurate as possible in full date format (month-day-year).
- Dates should start with the parent’s date of birth (if born in the United States), or the first time they entered the United States if born outside the US.
- Please start with the earliest date and work forward (birth to current)
- Most current residence location should start with arrival date and end with the date of child’s birth
- Dates should not overlap, if you were last in one location on March 8, 2020, your next location should start March 9, 2020.
- In block 26 and 27 will be overseas locations as part of the military listed as USAF AD, USAF Dependent, or DoD CIV

Example Date (City, State)
Page 2, Question 24.

Example Date (City, State)	Date From (Month-Day-Year)	Date To (Month-Day-Year)
Daytona Beach, FL	09-06-1971	10-30-1990
Dayton, OH	03-10-1996	04-05-1997
San Antonio, TX	04-06-1997	11-01-1999

Page 3, Question 26.

Branch/Agency/Org	Date From (Month-Day-Year)	Date To (Month-Day-Year)
USAF AD	10-31-1990	03-09-1996
USAF AD	11-02-1999	08-01-2010

Command Sponsorship {Spouse+ Newborns}

Please refer to the CSP package for the benefits/entitlements

You can acquire the command sponsorship package, alongside the AF965 via the SharePoint.

<https://usaf.dps.mil/sites/48FW/48thMissionSupportGroup/48FSS/MPF1/SitePages/Home.aspx>

Newborns Checklist

- o Completed Command Sponsorship memo (page 7) **SIGNED BY THE PASSPORT AGENT**
- o Medical Clearance letter
- o DD Form 1172 (DEER Enrollment) **WITH PHYSICAL ADDRESS** (Obtained from MPF Customer Support Section during enrollment process)
- o AF Form 899 (PCS orders to RAFL) to include all amendments
- o AF form 965, Overseas Tour Election Statement (initial Block 2)- **ONLY** if currently serving unaccompanied tour

Spouse Checklist

- o Completed Command Sponsorship memo (page 5) **SIGNED BY THE PASSPORT AGENT**
- o AF Form 1466, Medical Clearance (EFMP office 226-8954)
- o AF Form 965, Overseas Tour Election Statement (initial Block 2)- **ONLY** if currently serving unaccompanied tour
- o DD Form 1172 (DEER Enrollment) **WITH PHYSICAL ADDRESS** (obtained from MPF Customer Support Section during enrollment process)
- o AF Form 899 (PCS orders to RAFL) to include all amendments

If you have any questions regarding any of the information provided or are looking for further information, please utilize the 48FSS.FSPD.OutboundAssignments@us.af email. Once you have acquired all of the documents, please send them to the email listed for review.

The processing time for a CSP to be approved is 1-3 weeks.

If you are trying to complete a Dependent Transfer Mil-Mil or a Military spouse Retires/Separates, please contact the email listed above or refer to the command sponsorship package found on the SharePoint for the required documents



APPLICATION FOR CONSULAR REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA

Registration Number

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

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

1. INFORMATION ABOUT THE CHILD

1a. Name of Child in Full

Last/Surname

First

Middle

1b. Sex

1c. Date of Birth

1d. Place of Birth

Male

month
year

day

City

Country

Female

2. INFORMATION ABOUT MOTHER/FATHER/PARENT

3. INFORMATION ABOUT

NOTE: If the U.S. citizen parent transmitting citizenship to the child is not present, he or she may complete Form DS-5507 Affidavit of Physical Presence or Residence, Passage and Support and submit it separately. The parent completing this application need not provide information on the parent completing the Form DS-5507 or the DS-2019 Form but instead should check the box before the following statement below: Please see the accompanying Form DS-5507.

2a. Full Name

3a. Full Name

Last/Surname

First

Middle

Last/Surname

First

Middle

2b. All Previous Legal Names Used 3b. All Previous Legal Names Used

Last/Surname

First

Middle

Last/Surname

First

Middle

Last/Surname

First

Middle

Last/Surname

First

Middle

Last/Surname

First

Middle

Last/Surname

First

Middle

2c. Sex

2d. Date of Birth

Male Female

month
day
year

3c. Sex

3d. Date of Birth

Male Female

month
day
year

2e. Citizenship: Were you a U.S. citizen or U.S. Non-Citizen National when the child was born? Yes No

3e. Citizenship: Were you a U.S. citizen or U.S. Non-Citizen National when the child was born? Yes No

2f. Place of Birth

City

State/Province

Country

3f. Place of Birth

City

State/Province

Country

2g. Current Physical Address and Contact Information (Do not list P.O. Box, APO/FPO/DPO permitted) Same as mailing address

Address

Please List PHYSICAL UK Address
City, State/Province, Country, Postal Code

Phone Number(s)

Email Address

3g. Current Physical Address and Contact Information (Do not list P.O. Box, APO/FPO/DPO permitted) Same as mailing address

Address

Please List PHYSICAL UK Address
City, State/Province, Country, Postal Code

Phone Number(s)

Email Address

2h and 3h. Marital Status of the Parents

(This item requires a single response regarding both parents)

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

Date and Place of Marriage to the child's other biological parent:

month
day
year
City, State/Province, Country

Marital Status: Still Married Divorced Date: month day year Deceased Date: month day year

Must have a 2D bar code. Use FORM FILLER online



U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

OMB Control No. 1405-0004
Expiration Date: 04/30/2025
Estimated Burden: 85 Minutes

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 Instruction Page 3
- Regular Book (Standard) Large Book (Non-Standard)
The large book is for frequent international travelers who need more visa pages.

1. Name Last

DOE

D O S NFR

End. # _____ Exp. _____

First

JANE

Middle

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

01 30 2019

3. Gender (Read Instruction Page 1)

M F X Changing gender marker?
 Yes No

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

CAIRO, MO

5. Social Security Number

000 00 0000

6. Email (See application status at passportstatus.state.gov)

PEPPER@GMAIL.COM

7. Primary Contact Phone Number

078-677-7777

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

31 COVEY WAY

Must be your UK Address

Address Line 2: (Include Apartment, Suite, or P.O. Box)

Care Of" of the parent. Example: In Care Of - Jane Doe)

City

BRANDON

State

Zip Code

IP27 9HJ

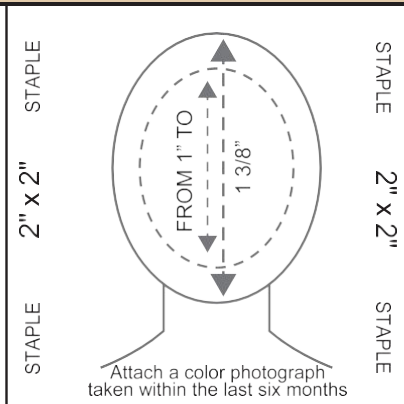
Country (if outside the United States)

UNITED KINGDOM

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

A.

B.



Acceptance Agent (Vice) Consul USA

Passport Staff Agent



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.

Signature of person authorized to accept applications

Date

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

Agent ID Number

Print Facility Name/Location

Facility ID Number

Name of courier company (if applicable)

x _____
Applicant's Legal Signature - age 16 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 → Bk _____ Card _____ EF _____ Postage _____ Execution _____ Other _____

DS-11 04-2022

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD	First	Full Middle Name	Last
	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
3	PLACE OF BIRTH (Do Not Abbreviate)	City	State or Foreign Country	Office Use Only FCI
4	DATE OF BIRTH	MM/DD/YYYY		
5	CITIZENSHIP (Check One)	<input 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 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 type="checkbox"/> White <input type="checkbox"/> Asian
8	SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH	First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Unknown		
10	A. PARENT/ FATHER'S NAME	First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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 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 MM/DD/YYYY	15	DAYTIME PHONE NUMBER	Area Code Number
16	MAILING ADDRESS (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.		
		City	State/Foreign Country	ZIP Code
17	YOUR SIGNATURE DO NOT SIGN	18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:		
		<input type="checkbox"/> Self <input 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		

NEWBORN PACKAGE VISUAL HELP

Consular Report of Birth Abroad (CRBA)



Completed DS-2029

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

Parents U.S. Birth Cert + 1 copy

Copy of Parents Mil IDs

money order (\$100)

Original Marriage Cert +1 copy

OR Passports + 1 copy

From any country

Proof of Physical Presence in U.S. (PCS Orders +Surf, CDB etc.) see attachment 4

Tourist Passport



Completed DS-11

Copy of Parents Mil IDs

One 2x2 Photo

money order (\$135)

SSN Card



Completed SS-5

Copy of one Parent Mil ID

Copy of one Parent Passport

Copy of Child's UK Birth Certificate

2 Special Delivery Royal Mail Envelopes size A-4 prepaid 500g (size of documents)