

# NEWBORN PACKAGE CHECKLIST



**\*\*APPOINTMENT ONLY\*\***

(Email to book an appointment)

48 FSS/Passport Office Hours of Operation: Monday-Friday 0800-1500

CLOSED: Third Wednesday of the month, USAF Family Days, US Federal Holidays, and Goal Days

48fss.passports@us.af.mil / DSN: 226-1210 / COMM: 01638 52 1210 /

<https://lakenheathfss.com/military-personnel-flight/>

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 all applications listed below through the RAFL Passport Office or at the US Embassy in London (UK.USEMBASSY.GOV). After receiving the CRBA, you may then 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, & SSN**

*(Estimated processing time: 8-10 weeks for CRBA & PPT, additional 6+ weeks after that for SSN to arrive)*

### Items Required for Electronic Consular Report of Birth Abroad/ eCRBA:

- eCRBA and Payment must be completed Online at: <https://mytravel.state.gov/s/>  
*\*Both Parents and Child must be present at the appointment. see note below\**
- Parents' Military ID's and two copies. (front and back on single sided paper)
- U.S. Citizen Parent(s): Evidence of physical presence in the U.S. (i.e. school transcripts, DD-214 or military records/ SURF or Career Data Brief, OR proof of service letter) \*some cases may require a minimum of 5 years nonconsecutive physical presence.
- (1) One Royal Mail Special Delivery Envelopes (A4 size ~ 13.5 x 10 in) with 500g prepaid postage from the British Post Office.
- DS-5507 Affidavit of Parentage Physical Present and Support (If applicable: for absent parent) \*See note below

The Following **ORIGINAL DOCUMENTS** are required to be sent with the application:

- Child's original UK birth certificate AND two photocopies
- Parents' Marriage Certificate
- Parents' Original Passports One Copy \*Passports Recommended (IF you do not have a passport, a birth certificate/ naturalization certificate may be used)
  - Foreign Parent: Original Foreign passport and two photocopies.
- Original Divorce Decree(s) / Death Certificate(s) (if applicable)
- Any Official Name Change Document

### Items Required for Tourist Passport Book:

- DS-11 Printed single sided Application Form \*Must use the **FORM FILLER** version\* (application MUST be filled in Online/ link & guidance on next page) (Application **CANNOT** be hand written, it **MUST** be generated by the online questionnaire—Link on back.)  
(Please use your **UK Physical** address as the **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 \**
- Printed Payment Confirmation for DS-11 using link <https://www.pay.gov/public/form/start/1274042472/>
- (1) One Passport Photos Size 2x2 (Kodak Store in BX - No Glasses - taken within the last 6 months)
- Copy of Parents' Military ID's and two copies. (front and back on single sided paper)
- DS-3053 Original and Notarized for absent parent (if applicable) \*See note below note at bottom

### 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 blocks 14 + 17 of the application form until a Passport Agent is present and has reviewed it \**
- Signing Parent's Passport and 1 Copy (can be same passport used for the eCRBA)
- Signing Parent's Military ID and Copy (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.**

Additional information, including transmission requirements, can be found on the Embassy website at [uk.usembassy.gov](http://uk.usembassy.gov).

# NEWBORN PACKAGE VISUAL HELP

Email [48fs.passports@us.af.mil](mailto:48fs.passports@us.af.mil) for an appointment

Consular Report of Birth Abroad (eCRBA)

All eCRBA Applications and payments MUST be completed online through: <https://mytravel.state.gov/> prior to your appointment.



Child's U.K. Birth Certificate + two photocopies



U.S. Parent Citizenship Documents

\*US Passports Recommended (what you uploaded in eCRBA)



Copy of both Parents Mil IDs (front + back on same single sided sheet)



**ALL** Other supporting documents uploaded in eCRBA (divorce decree, death certificate, child's foreign passport, etc)

Foreign Parent Documents +2 copies (what you uploaded in eCRBA)



Marriage Certificate (if child's parents are married)



Proof of Physical Presence in U.S. (view checklist for info)



Tourist Passport

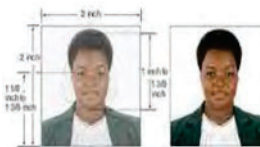
Completed DS-11 (Must be form filler) [pptform.state.gov](http://pptform.state.gov) Please review checklist



Copy of both Parents Mil IDs (front + back on same single sided sheet)



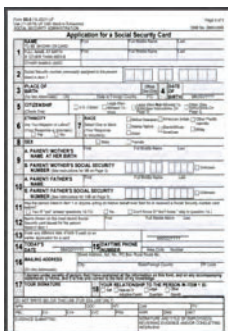
One 2x2 Passport Photo (taken within the last 6 months)



Printed payment receipt from : <https://www.pay.gov/public/form/start/1274042472/>

SSN Card

Completed SS-5



Copy of one Parent Mil ID and Passport



Copy of Child's U.K. Birth Certificate



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





**Embassy of the United States of America**

Passport & Citizenship Unit  
33 Nine Elms Lane  
London SW11 7US

This checklist includes requirements to apply for a Consular Report of Birth Abroad (CRBA), passport (optional), and Social Security Number (optional). **Please note you are required to bring all original documents. The child whose birth you are reporting must be with you at the time of the appointment.**

- Create a MyTravelGov account:** To apply for a CRBA online, you need to create a [MyTravelGov](#) account or sign-in to your existing account. MyTravelGov is a secured, encrypted portal that you can use to start an eCRBA application or access an existing eCRBA application. Use Google Chrome or Microsoft Edge to access [MyTravelGov](#). You can also use Safari on MacOS (iMac) but cannot use Safari on iOS (iPhone and iPad). **Do not forget to upload all your important documents.** Proof of child's birth, proof of parent's identity, citizenship, and marriage/divorce (if applicable) are required for the application process.

If you are processing your application with the base passport office, do not schedule an appointment with the U.S. Embassy in London. You will need contact the base passport office for an appointment.

**Must be completed prior to requesting your appointment with the base agent.**

- Application for a Passport:** [Click here to complete Form DS-11 online.](#) After you have answered the questions, Form DS-11 will generate as a PDF file. You must print the form because it will not be submitted to us electronically. Do not sign the form until you are asked to sign it during your child's appointment. You have the option to pay online before your scheduled appointment using the U.S. government's secure payment site. Paying online will reduce the wait time during your appointment. If you are paying online, you **must** print your payment confirmation page (which shows the transaction details) and bring it to your appointment. Click [here](#) to pay online.
- Application for a Social Security number:** [Click here to complete and print form SS-5.](#) If your child is **under the age of twelve** and you are applying at Embassy London, you can bring the completed and signed form to the appointment. **(Must apply for a U.S. passport or have a foreign passport for the child to apply for Social Security Number.)**
- The child's U.S. passport photograph.** Please ensure you have reviewed photograph requirements on our website.
- Evidence of the U.S. citizen parent's physical presence** in the United States before the child's birth. Please see separate "Providing Physical Presence" handout.

- ❑ **The child's birth certificate:** The long form UK birth certificate the *original* which shows the parents' names. **The short form UK birth certificate that shows only the child's details is not sufficient.**
- ❑ **Proof of the parent(s) U.S. citizenship.** (U.S. Passport, *original*). If the parent was naturalized as a U.S. citizen, please also bring the Certificate of Naturalization in *original*.
- ❑ **If one of the parents is not a U.S. citizen:** Foreign passport or other government issued photo ID (*original*).
- ❑ **If the child's parents are married:** The *original* civil/legal marriage certificate.
- ❑ **If either parent has ever been married in the past:** The *original* divorce decree or death certificate for all previous marriages.
- ❑ **If the child has been issued with a passport of another nationality:** Their UK and/or other nationality passport (*original*).
- ❑ **A pre-paid (up to 500g) A4 self-addressed Royal Mail Special Delivery envelope** for your child's documents to be mailed to you once CRBA and passport processing is complete. Alternatively, you can arrange for your passport returned to you after processing, by DX courier service. Information on this service can be found at <https://www.dxdelivery.com/consumer/dx-services-for-us-embassy#book-service>

Additional information, including transmission requirements, can be found on our website at [Consular Report of Birth Abroad \(CRBA\) and first U.S. passport - U.S. Embassy & Consulates in the United Kingdom \(usembassy.gov\)](#).



# 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>***