



# BIRTH REGISTRATION CHECKLIST

**Agent's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Child's Last, First Name:** \_\_\_\_\_

	Both Parents and Child MUST be present or
	One Parent and Child present with DS-3053, Statement of Consent –Issuing a Passport to a Minor Under Age 16, 08-2013, <a href="http://www.travel.state.gov">www.travel.state.gov</a> (“Complete Online”), from the absent Parent. NOTE: Signed form is valid for only 90 Days from the date of Parent’s signature. Dates of Parent’s signature and Notary’s signature must be the same
	<b>DS-11, Application for a U.S. Passport</b> , 09-2013, Version Expires: 01-31-2017 <a href="http://www.travel.state.gov">www.travel.state.gov</a> (“Complete Online” electronically TYPED, not PDF handwritten)(Double-Sided print unacceptable)
	<b>DS-2029, Application for Consular Report of Birth Abroad (CRBA)</b> , 04-2013, Version Expires: 02-29-2016 <a href="http://www.state.gov/documents/organization/156216.pdf">http://www.state.gov/documents/organization/156216.pdf</a> <b>NOTE: MUST BE SIGNED AT THE PASSPORT OFFICE</b> (Complete Online electronically TYPED, not handwritten, EXCEPTION: Page 3. (Double-sided print unacceptable)
	DS-5507, Affidavit of Physical Presence or Residence, Parentage and Support, 01-2013, Expires: 12-13-2015 (NOTARIZED) (IF APPLICABLE) <a href="http://www.state.gov/documents/organization/126018.pdf">http://www.state.gov/documents/organization/126018.pdf</a>
	Child’s German Birth Certificate ( <b>Geburtenregister AND Formula A</b> ) <b>NOT to be confused with GEBURTSURKUNDE</b>
	Child’s U.S. Military Hospital Birth Certificate, AE Form 40-400B (Report of Child Born Abroad of American Parent(s))
	Both Parents or One Parents U.S. or Non-U.S. Passport Books ( <b>MUST be submitted with packet</b> )
	Both Parents or One Parents Original Birth Certificate ( <b>ONLY if never received a Passport or have lost a Passport</b> )
	Original Marriage Certificate ( <b>ORIGINALS CAN BE PURCHASED ONLINE VIA <a href="https://www.vitalchek.com/">https://www.vitalchek.com/</a></b> )
	Original Divorce Decree(s)/Sole Physical Custody Court Order (if applicable)(If multiple divorces, must have all docs)
	Additional Supporting Documents (if applicable) (i.e. Naturalization Certificate, Permanent Resident Card, DD214, ERB/ORB, & PCS Orders for proof of physical residence in the U.S., Proof of Paternity, Email Correspondence, etc.)
	Both Parents Military ID Cards or Personalausweis (front and back) <b>NOTE: Absent Parents MUST submit copy of ID Card, or original Birth Certificate with the DS-3053</b>
	Child’s Photos – 2 or 4, if applying for both Tourist and Official Pasports
	Money Order or Cashier’s Check from a bank/credit union, Post Office, The Exchange (PX) Customer Service ( <b>Cash or Personal Checks NOT Accepted</b> ) made out to DEPT OF STATE for \$205 (CRBA + Fee Tourist PP) or \$100 (CRBA + No-Fee Official PP for Military/Civilian Command Sponsored Family Members with DD Form 1056 completed by Servicing HR or service S-1). <b>NOTE: For No-Fee PP, must submit Command Sponsorship Approval/Amended orders</b>
	Passport Agent takes sworn oath of Parent(s) for DS-11 and DS-2029
	Both or One Parent(s) sign DS-11 and DS-2029 in front of Passport Agent and Agent immediately signs and stamps
	Form SS-F-FS (08-2011), Application for a Social Security Card, <a href="https://www.socialsecurity.gov/forms/ss-5fs.pdf">https://www.socialsecurity.gov/forms/ss-5fs.pdf</a> <b>NOTE: After pickup of Child’s complete Consular Report of Birth Abroad (CRBA) and Passport(s), the Signee of form (Block #17) must provide copy of Child’s CRBA &amp; Passport, their ID Card (front and back)</b>
	<b>PARENTS PHONE:</b> _____ <b>AGENTS NOTES:</b> _____ <b>PARENTS EMAIL:</b> _____



## NEWBORN PASSPORT

**Note: Original documents must be submitted with the passport application.** Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. Extracts, Abstracts, Judge Advocate General or Notary seals are not accepted. Missing documents such as birth, death certificates or marriage certificates, or divorce decrees can be ordered online at [www.vitalcheck.com](http://www.vitalcheck.com) or by calling U.S. 1-800-255-2414. Depending on the state some or all of these services may be provided.

### CHECK LIST

To begin the application process, first go to <http://travel.state.gov/> and fill in the application that will be submitted in person at the installation's Passport Office.

**Form DS-11:** Create/submit; print pages **5&6 ONLY** (Last two pages)

**Note:** Fill in the address field for the Tourist Passport application as: **USAG WIESBADEN**

• **UNIT 29623 BOX 0052 • APO AE 09005-9623**; in the field as the response to the question "In care of," use "Wiesbaden"; Permanent address field should be answered "NO," and will prompt a pop-up for entering a mailing address.

**1) Parent(s) on birth certificate must apply in person with child present.** If one parent is not available, you **MUST** submit a) Special Power of Attorney or b) DS-3053 (consent form)

**2) Parents' Passports** (MUST GO WITH application)

**3) Birth Certificate or Naturalization Certificate** (ONLY if parent does NOT have a passport)

**4) Parents:** Marriage certificate, divorce decree; death certificate; court orders, i.e. name change, adoption decree.

**5) Child:** *Geburtenregister* (German hospital birth record) **AND** Formula (International birth record) **OR** an AE-FORM 40-400ER (Military hospital birth record)

**6) PHOTOS:** Two, **identical** (2-by-2 inch), taken within six months. Pictures can be taken at:

a) Hainerberg Food Court or Clay Kaserne Food Court (Note cost: 5 euro, use COINS)

b) Photo Lab on Clay Kaserne by **appt. ONLY** at [www.vios.army.mil](http://www.vios.army.mil) (CAC required); or using AKO (username & password): [www.vios-akoeast.army.mil](http://www.vios-akoeast.army.mil); or call DSN: 546-6105/6108 or CIV: (0611) 143-546-6105/6108.

**7) Payment:** Money order or cashier check (**no other forms of payment will be accepted**) made out to **Department of State** in the amount of **\$205 (cost includes Consular Report of Birth Abroad and Tourist Passport fee); or \$100 (Non-fee Passport and Consular Report of Birth Abroad).** \*Note: **\$205 for BOTH Tourist & Non-fee Passports, and CRBA)\***

### HOURS OF OPERATION

Monday, Wednesday, and Friday: 8:30-11:30 & 13:00-15:30 (**APPOINTMENTS ONLY**)

Thursdays from 9:00-11:30 & 13:00-18:00 (**APPOINTMENTS ONLY**)

**CLOSED: TUESDAYS & ALL FEDERAL HOLIDAYS**

**FOR APPOINTMENTS:**

<https://rapids-appointments.dmdc.osd.mil/default.aspx>

**FOR QUESTION:** DSN: 548-1605/1606/1603; CIV: (0611) 143-548-1605/1606/1603