

# BIRTH ABROAD PROCESS GUIDE

As of: 1 September 2011

## HELPS PARENTS ACQUIRE THE FOLLOWING ITEMS FOR THEIR NEWBORN:

1. Consular Report of Birth Abroad (CRBA) (equivalent of a U.S. birth certificate)
2. Passport (Tourist and/or No-Fee)
3. Social Security Number
4. Command Sponsorship (if applicable)

**APPOINTMENT ONLY:** Processing Birth Abroad packages is done by appointment only. The parent(s) and child must be present. To make an appointment, contact the Passport Office via email at [31fss.passports@aviano.af.mil](mailto:31fss.passports@aviano.af.mil) or call DSN 632-4593 / Commercial 0434-30-4593.

**YOU AND YOU ALONE** are responsible for making sure all the information is correct and that you have all of the supporting documentation. It is extremely important that all of the required paperwork is complete **prior** to the appointment. If not, it may be necessary to reschedule for a later date.

All of the forms are available on the internet. If you do not have internet access or need assistance please contact the Passport Office. You can also visit us online at <http://www.31fss.com/passport.htm>.

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## Basic Checklist (See Sections 1, 2, 3 For Specific Requirements):

- ..... 2 Local Italian Birth Certificates for baby
  - ..... Parents' ID Cards
  - ..... Parents' Social Security Cards (if number isn't on ID card)
  - ..... Original U.S. Parents' Passport *or* Birth Certificate *or* Certificate of Naturalization
  - ..... Original Parents' Marriage Certificate
  - ..... Original Parents' Divorce Decree / Annulment / Death Certificate
  - ..... Parents' Proof of Physical Presence in the U.S. or its outlying possessions
  - ..... \$100 U.S. Money Order, **Payable to the U.S. Consulate** (for CRBA). **No checks, cash, or credit cards.**
  - ..... \$105 U.S. Money Order, **Payable to the U.S. Consulate** (for Tourist Passport). **No checks, cash, or credit cards.**
  - ..... Form DS-2029 "*Application for a Consular Report of Birth*"
  - ..... Form SS-5-FS "*Application for a Social Security Card*"
  - ..... Form DS-11 "*Application for a U.S. Passport*" 2 copies
  - ..... Form DS-5507 "*Affidavit of Parentage, Physical Presence and Support*" (as needed)
  - ..... Form DS-3053 "*Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16*" (**copy of non-applying parent ID Card is required**) (as needed)
- \*\*\* See Separate "Command Sponsorship" Guide For Required Items

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# 1. CONSULAR REPORT OF BIRTH ABROAD (CRBA)

CRBAs are issued to U.S. citizens born overseas. It is basically a U.S. birth certificate. It should be applied for as soon as possible after the birth of a child and cannot be issued after a child reaches the age of 18.

The information below applies to a child born in Italy of a U.S. citizen parent or parents. The U.S. citizen parent must be the one applying for the CRBA. Any reference to the U.S. also includes its outlying possessions (American Samoa, Swains Island, and the unincorporated U.S. Minor Outlying Islands).

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## DOCUMENTATION FOR ALL NEWBORNS

Please submit:

- ..... **1 Local Italian Birth Certificate.** This is an official extract of the local birth certificate from the Comune (City Hall) of the town where the baby was first registered. It should include both parents' names. Ask for "*Estratto per riassunto dell'Atto di Nascita con generalità complete*". If possible, please bring in the version which is in several languages (*modello plurilingue*).
- ..... **Applying Parents' ID Cards** (e.g., military ID card, dependent ID card, driver's license, etc.).
- ..... **Parents' Social Security Cards** (if number isn't on ID card). Only applies to U.S. citizen parents.
- ..... **U.S. Parents' Proof of Citizenship:**
  - Current or expired passport *OR*
  - Original birth certificate *OR*
  - U.S. Certificate of Naturalization.
- ..... **Form DS-2029 "Application for a Consular Report of Birth"** completed in all parts but not signed.
- ..... **\$100 U.S. Money Order** to pay for CRBA. ***NO checks, cash, or credit cards.***

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## DOCUMENTATION FOR A CHILD BORN IN WEDLOCK

- ..... **Parents' Marriage Certificate.** Must be original or certified true copy.
- ..... **Parents' Proof Of Termination Of Previous Marriages** either parent may have had.
  - Original divorce decree or annulment *OR*
  - Original death certificate copy.
- ..... **Parents' Proof of Physical Presence in the U.S.** for one U.S. citizen parent, which is required to transmit U.S. citizenship to the child.
  - If **both parents** are U.S. citizens, at least one parent must provide proof that he or she established a residence in the U.S. prior to the birth of the child. The easiest way to prove this is with a virtual military personnel **flight (vMPF) data verification brief (DVB)** or equivalent, original school records, or employment records, but you may also use other official records that demonstrate

you resided in the U.S. (e.g. utility or phone bill, rental agreement, etc.). Upon examination of the application, additional information may be required.

- If only **one parent** is a U.S. citizen, that parent must provide proof of five years of physical presence in the U.S., two of which were after the age of 14, all of which were prior to the birth of the child...the time does not have to be consecutive. However, if the U.S. citizen parent is a military member or government employee, any periods of honorable service outside of the U.S. may also be included. The easiest way to prove this is with a virtual military personnel flight (vMPF) data verification brief (DVB) or equivalent, original school records, or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.

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## **DOCUMENTATION FOR A CHILD BORN OUT OF WEDLOCK**

An unmarried U.S. citizen parent can transmit U.S. citizenship to a child born abroad out of wedlock if the following requirements are met.

- The Unmarried U.S. Citizen **Mother** must provide:

..... **Proof of Physical Presence in the U.S.:** Proof of 1 year of continuous physical presence in the U.S. The easiest way to prove this can be with a virtual military personnel flight (vMPF) data verification brief (DVB) or equivalent, original school records, or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.

- The Unmarried U.S. Citizen **Father** must provide:

..... **Form DS-5507 “Affidavit of Parentage, Physical Presence and Support”** completed and notarized.

..... **Proof of Physical Presence in the U.S.:** Proof of 5 years of physical presence in the U.S., two of which were after the age of 14, all of which were prior to the birth of the child...the time does not have to be consecutive. However, if he is a military member or government employee, any periods of honorable service outside of the U.S. may also be included. The easiest way to prove this can be with a virtual military personnel flight (vMPF) data verification brief (DVB) or equivalent, original school records, or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.

- **Parents’ Proof Of Termination Of Previous Marriages** either parent may have had.
  - Original divorce decree or annulment *OR*
  - Original death certificate copy.

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## 2. SOCIAL SECURITY NUMBER

Please submit:

..... **Form SS-5-FS “Application for a Social Security Card”** completed and signed.

..... **1 Local Italian Birth Certificate:** Provide official extract of the local birth certificate from the Comune (City Hall) of the town where the baby was first registered. The birth certificate should include both parents' names on it. Ask for "*Estratto per riassunto dell'Atto di Nascita con generalità complete*".

..... **Parents’ ID Cards:** (e.g., military ID card, dependent ID card, driver's license, etc.).

..... **Baby’s Passport:** Copy will be made by the Passport Agent.

At the birth abroad appointment, the passport agent will place the first 3 items in a suspense file until a passport is received. The passport is proof of the baby’s U.S. citizenship. Once it arrives and is signed by one of the parents, the agent will prepare the package for the parents to mail to the Social Security Benefits Officer at the U.S. Embassy in Rome. It is then processed to the U.S. where a social security card is issued and mailed to the address on the application (in most cases it should be your PSC #, Box # and APO). It can take up to 60 days to receive the card. **NOTE: Because the Social Security Administration is particular about delivering social security cards to known individuals, known at specific addresses, it would be best if you add your child as a recipient of mail at your PSC address. Additionally, postal workers are not allowed to forward cards to another address. If you have moved, the cards will be sent back to the Social Security Administration.**

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## 3. PASSPORTS

All U.S. citizens overseas **MUST** have a passport, including babies. Dependents of military members and DOD civilians overseas are authorized to possess **two** passports: tourist and no fee/official. **No fee/official passports** are provided free of charge by the military and are only used for official travel with the dependent’s military sponsor (e.g. PCS and TDY). **Tourist passports** are used for all leave-type and leisure travel. Official passports have a burgundy cover. No fee and tourist passports both have blue covers; to distinguish them from each other, the no fee contains the following statement: “This passport is valid only for use in connection with the bearer’s residence abroad as a dependent of a member of the American military or naval forces on active duty outside the United States.”

It is recommended that you get your dependent a Tourist passport, because it can be especially helpful in case of emergency travel with your baby, since Tourist passports arrive much faster than no fee passports; approximately 1 month for Tourist and up to 3 months for No Fee.

**TOURIST PASSPORT:** If you choose to apply for a tourist passport, the application will be sent in conjunction with the CRBA application. The CRBA and tourist passport will arrive after approximately 4 weeks.

**NO FEE PASSPORT:** Can only be processed after return of the CRBA. When the CRBA arrives, the passport agent will automatically process the no fee passport.

Please submit:

..... **Form DS-11 "Application for a U.S. Passport," 2 copies.** SEE INSTRUCTIONS BELOW.

..... **Parents' ID Cards:** (e.g., military ID card, dependent ID card, driver's license, etc.). Copy must show front and back of ID on the **front side** of **one** sheet of paper. TIP: Set copier image quality settings to "photo".

..... **\$105 U.S. Money Order:** to pay for tourist passport (if you are applying for one). **NO checks, cash, or credit cards.**

..... **DS-3053 "Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16"** ONLY if one parent cannot be present due to deployment, TDY, etc. Document must be a notarized original. One original DS Form 3053 required per passport application. A copy of the non-applying parent ID is also required.

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## INSTRUCTIONS FOR PASSPORT APPLICATION FORM:

**Complete on-line at <https://pptform.state.gov>.** Handwritten forms will NOT be accepted. NOTE: The website is subject to change at any time.

- Place a check mark in the box "I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers."
- Click on button "Submit".
- Under tab "Apply Online" click on button "Submit".
- Answer **all** of the wizard questions as completely as possible to speed processing of the application. **Since your child does not have a SSN yet, in the SSN block, enter all zeros, e.g. 000-00-0000.**
- At "Where should the passport be mailed?" you must use the Passport Office's physical address (see example below). After entering address, when asked "Is this your permanent address" click "No" and enter your PSC, Box and APO information (see example below).

**FIRST Enter This Mailing Address:**

Address Line 1: Passport Agent  
Address Line 2: Bldg 1413 Area Flight Line  
City: Aviano PN  
Country: Italy  
Zip Code: 33081

**THEN Enter Your "Permanent Address":**

Address Line 1: (Your PSC and Box #)  
City: APO  
Country: United States  
State: AE - AF Europe  
Zip Code: (Your PSC ZIP Code)

- Two Phone Numbers Are Required:  
**39xxxxxxxxx** Home or Cell, then click "Add Another Number"  
**39043430xxxx** Work, *This phone number is MANDATORY*
- If you have received the baby's Tourist passport and are now applying for the No Fee, answer that the baby has a passport and it is in their possession, then enter the applicable information.

- **Common Errors: Entering mother's married name instead of maiden name. Not spelling out middle name. Mismatch between name on ID or birth certificate and name on application.**
  - At "Summary of Passport Fees" click in box "Passport Book Fee" and click button "Next" (even for No Fee passports). **Do not** select any other items (such as Expedite or Passport Card) because they are not available in Italy.
  - If "Delivery Options" appears, ignore it and click button "Next".
  - Scroll down to bottom of page and click box next to "I have read and acknowledge the steps and information contained above."
  - Directly below the box click button "Create Form".
  - Click button "Open" then **PRINT PAGES 5 & 6 ONLY!** Ensure there is a bar code in the upper left hand corner of page 5. Applications can't be processed without barcode.
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## PHOTOS:

- **WILL BE PROVIDED BY THE PASSPORT OFFICE**

## FORMS:

- DS Form 2029 can be found at: <http://www.state.gov/documents/organization/156216.pdf>
- DS Form 3053 can be found at: <http://www.state.gov/documents/organization/80106.pdf>
- DS Form 5507 can be found at: <http://www.state.gov/documents/organization/126018.pdf>
- DS Form 11 can be found at: <https://pptform.state.gov>
- SS 5 – FS can be found at: <http://www.ssa.gov/online/ss-5fs.html>

## 4. Command Sponsorship Information

- **Command Sponsorship for Mil to Mil Couples and Single Parents:** Mil to Mil couples and single parents must complete the full command sponsorship package that is coordinated and signed by member's Squadron Commander. If military members are serving unaccompanied tours, command sponsorship obligates the members to complete the equivalent of a command sponsored tour, either 36 or 48 months depending on the tour length.
- **Command Sponsorship for Military Member who has previously command sponsored dependents:** Children born to previously command sponsored dependents are automatically command sponsored at birth, however the child must be medically cleared to be seen at the Medical Treatment Facility at Aviano. A completed AF Form 1466, Medical Clearance Form and DD Form 1172, DEERS Enrollment form are required to complete the command sponsorship.

## 5. TRICARE IMPORTANT INFORMATION

- **MPF** – Once you've obtained an Italian Birth Certificate proceed to MPF to process your baby's birth in DEERS. Your newborn will be issued a temporary Social Security Number for DEERS and TRICARE purposes.
- **TRICARE** – One your newborn is in DEERS, you must visit the TRICARE Service Center to register you newborn with TRICARE
- **Social Security Number** – When you receive your newborn's SSN, you must present the Social Security Card to MPF to update DEERS. For TRICARE purposes, the temporary social security number is on valid for a limited period of time (270 days). Once you receive the actual social security card and you have updated it with DEERS notify TRICARE at 632-5133 or 0434-305133.