



# Newborn Checklist

for RAF Alconbury, and RAF Molesworth

## BEFORE BABY

- Attend Bundles for Babies  
*(Schedule with MFRC at 01480 84 3557)*
- Review Delivery Options & OB Packet
- Sign up for Childcare on MilitaryChildCare.com
- Sign up for WIC Overseas  
*(Call for more information at 01480 84 3158)*

## AFTER BABY | COMPLETE AS SOON AS POSSIBLE

- UK Long Form Birth Certificate *(No later than 42 days after birth)*
- Enroll in DEERS  
*(Schedule with CSS at 01480 84 4357)* *(Complete **ASAP** after birth)*
- Enroll in TRICARE  
*(For questions call 01480 84 4561)* *(No later than 90 Days after birth)*
- Circumcision for males *(No later than 30 Days after birth)*

## THIS SECTION MUST BE COMPLETED BEFORE BOOKING WITH CSS

- Application for Consular Report of Birth Abroad
- Application for U.S. Official Passport
- Application for U.S. Tourist Passport
- Application for Social Security Number

- Book appointment with CSS to process paperwork  
*(Newborn packets are done at RAF Mildenhall - 01638 54 2222)*

- Update Dependent OHA & COLA with Finance  
*(Schedule appointment by calling 01480 84 3989)*



# It's A Boy!

Process for circumcisions in the UK

**UK hospitals DO NOT do circumcisions after a child is born!**

They are done at RAF Alconbury or RAF Lakenheath between ages 1-30 days or by a urologist at RAFL Pediatric Clinic after 30 days. *(with a referral from child PCM).*

PLEASE FOLLOW THESE STEPS START THE CIRCUMCISION PROCESS

- Obtain a birth certificate from UK hospital prior to being discharged from the hospital.
- Take it to register child in DEERS at the Command Support Staff Office.
- Once in DEERS, Child needs to be enrolled in TRICARE and registered in the medical system.
- Once these steps are completed and you are enrolled with your local MTF, call the appointment line to be scheduled.
- Contact the Family Health Clinic as soon as possible after birth to ensure that an appointment is scheduled within the 1-30 day timeframe.**

**If you have any questions about circumcisions or the process, please call the Lakenheath Clinic at 226-8010 | 01638 52 8010**



# UK Long Form Birth Certificate

Complete this step first after baby



- Get British Birth Certificate either in the hospital or at Registrar's office. The birth needs to be registered within 42 days. You will need the long form/full birth certificate that includes the parent's names for the following steps.  
**Cost is 11 GBP.**

**This step must be completed to enroll into DEERS, TRICARE, and to receive your CRBA.**

## **Baby born in Cambridgeshire (Hitchinbrook/Addenbrooks):**

Schedule an appointment online at <https://secure1.zipporah.co.uk/Registrars.Cambridge.Live/BirthBookingProcess> or call 0345 045 1363  
Lines open Monday to Friday 8am to 6pm and Saturday 9am to 1pm - excluding Bank Holidays).

## **Baby born at RAF Lakenheath:**

Schedule an appointment online at [www.suffolk.gov.uk/births-deaths-and-ceremonies/how-to-register-a-birth](http://www.suffolk.gov.uk/births-deaths-and-ceremonies/how-to-register-a-birth) or call 0345 6072060 for Bury St Edmunds (other pick up locations include Ipswich, Stowmarket, Woodbridge, Saxmundham, Sudbury, Haverhill, Lowestoft, Newmarket and Felixstowe).

## *UK Long Form Birth Certificate Continued*

### **Baby Born in Oxfordshire:**

Please schedule an appointment at [www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/births/registering-birth](http://www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/births/registering-birth) or call 0345 241 2489. You can register the birth at any of the Oxfordshire Registration Offices <[www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/registration-offices](http://www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/registration-offices)> located in Abingdon, Banbury, Bicester, Didcot, Henley, Oxford or Witney.

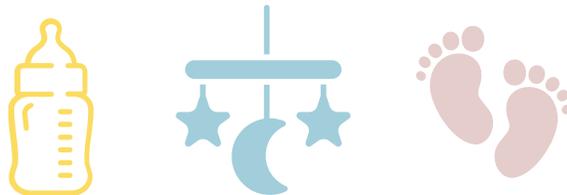
### **Baby born in Gloucestershire:**

Please schedule an appointment at <https://www.gloucestershire.gov.uk/births-marriages-deaths-and-civil-partnerships/register-a-birth/> or call 01452 425060 (option 2). You can register birth in Cheltenham, Charlton Kings, Gloucester, Stroud, Cinderford, Cirencester, Moreton-in-Marsh, Tewkesbury and Quedgeley.

### **Baby born in Wiltshire:**

To book an appointment please contact the appointment telephone line at 0300 003 4569. Appointments can be made at our Chippenham, Devizes, Salisbury and Trowbridge offices. More info under <https://www.wiltshire.gov.uk/article/1491/Register-a-birth>.





# Finance

Complete this step after CSS



After completing all other steps, you will need to update your OHA/COLA with Finance in order to be paid correctly for your new dependent.

## Documents Needed:

- Birth Certificate
- Automatic Command Sponsorship Paperwork  
**This is given to you at your CSS appointment**

**You must schedule an appointment to complete this step.  
For any questions, or to schedule contact 01480 84 3989.**



# *WIC Overseas*

## **Women - Infants - Children**

The Women, Infants and Children (WIC) Overseas Program provides several important benefits that help you and your family lead healthier lives.



*Program services are provided to eligible participants overseas:*

Active Duty Military  
and their Dependents

DoD Civilian Employees  
and their family members

DoD Contractors  
and their family members

### **RAF Alconbury Office**

DSN: 268-3158 | CIV: 01480 84 3158

### **RAF Lakenheath Office** **Make an appointment for service**

DSN: 226-1728 | CIV: 01638 521 728



# Storknesting at Lakenheath

RAF Lakenheath is the nearest Military Treatment Facility offering OB care and delivery. If you would prefer to be seen at the MTF instead of a local OB, please review the information on storknesting.

**Please note that all of your OB care will be at RAF Lakenheath if you choose to storknest.**

**Storknesting will begin around the 38 week mark**

**ORDERS:** You will need a letter from the OB clinic at RAFL stating that you are eligible for storknesting. Discuss this with your current provider and they can help you through the process.

**Eligibility Letter:** It will be your responsibility to arrange for lodging as soon as you know you will be storknesting. Speak with your provider to receive an eligibility letter.

*Lodging on base is only required to provide room for the storknesting patient, so if you intend to bring your family, please be aware that family accommodations may not be available.*

**Your provider and RAFL OB Clinic will need to know that you plan on storknesting as soon as possible so they can initiate your orders and make necessary arrangements.**

**For any questions, please speak to your current provider.**

**Important phone numbers:**

OB Clinic at RAFL: 226-8427 | 01638 52 8427

L&D at RAFL: 226-8386 | 01638 52 8386

Postpartum at RAFL: 226-8425 | 01638 52 8425

Lodging at RAFL: 226-6700 | 01638 52 2303

TRICARE at RAFL: 226-8688 | 01638 52 8688