



# Newborn Checklist

For RAF Alconbury-Molesworth-Wyton

Congratulations, you're expecting! Follow these steps to ensure everything is ready to welcome your new bundle of joy.

## BEFORE BABY'S ARRIVAL

### Active-Duty Military, DoD Civilians and Contractor Expectant Parents:

- Attend Bundles for Babies (Schedule with M&FRC by calling +44 01480 843557)
  - ❖ Join the MFRC to discuss important topics including Financial Planning, Car Seat Safety, Tricare & DEERS, Childcare, WIC, Calming Your Baby.
- Sign up for Childcare at the Paddington Station Child Development Center at RAF Alconbury by visiting <https://militarychildcare.com/> or search for off-base childminders and nurseries:
  - Cambridgeshire: <https://www.cambridgeshire.gov.uk/directory?f.Classification|classification=Childcare>
  - Northamptonshire: <https://www.northnorthants.gov.uk/early-years-and-childcare/find-childcare-provider>
- Enroll in WIC Overseas by calling DSN 314-268-3158/Commercial: +44 01480 843158 or Lakenheath at DSN 314-226-1728/Commercial +44 01638 521728. WIC Overseas is a program that offers nutritional advice as well as vouchers that can be used at the Commissary for certain foods for families who meet the income guidelines.
- **Active-Duty Military-** Review delivery options and OB Packet
  - ❖ The PCM team at RAF Alconbury will place a referral for your OB care as well as order necessary labs and recommended prenatal vitamins which are important for the health of you and your baby. Your options to receive care for your pregnancy and delivery include:
    - Military Treatment Facility- 48th Medical Group (MDG) at RAF Lakenheath is the nearest MTF offering OB care and delivery. Your PCM team nurse will place a referral with the 48th MDG Women's Health Clinic and order necessary labs as well as order your prenatal vitamins. Prior to your first appointment at Lakenheath, you need to fill out the prenatal paperwork provided and go to the lab at RAF Alconbury to have lab samples taken. The nurse will also provide you with a QR code to access the Purple Book (Pregnancy and Childbirth Prenatal Care guide).
      - Please call the 48 MDG appointment line at 01638 528010 to schedule a dating ultrasound appointment 48 hours after we place the consult. The OB clinic staff will not call you to make an appointment.
    - 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
    - Off-Base-The nearest maternity care services to RAF Alconbury are Hinchingsbrooke Hospital in Huntingdon, Peterborough City Hospital, Rosie's Hospital in Cambridge and Northampton General Hospital. You can also check <http://www.tricare-overseas.com> for other facilities closest to your home address.
      - The PCM team nurse will place an off-base obstetrics referral. Please contact the referral management office at 01480 844502 to activate the referral and they will advise you on how to schedule an appointment.

- If delivering off-base, call Tricare International SOS at 0208 7628384 once admitted for labor and delivery to inform them of the admission. Anyone may call on the mother's behalf. The call will take less than a few minutes.
- ALL ACTIVE-DUTY MEMBERS will have a pregnancy profile placed. You will also need to report to Public Health for a mandatory briefing.
- ❖ Storknesting at Lakenheath
  - Storknesting is available at Lakenheath and will begin around the 38-week mark. 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 Lakenheath if you choose to storknest.**
  - Eligibility Letter & Orders: Advise your provider and the Lakenheath OB Clinic that you intend on Storknesting as soon as possible so they can initiate your orders and make necessary arrangements. 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.
  - Lodging: 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.*
- **DoD Civilians & Contractors**-Contact your NHS or private GP for referral information to local obstetric services. The closest off base maternity care services to RAF Alconbury are Hinchingsbrooke Hospital in Huntingdon, Peterborough City Hospital, Rosie's Hospital in Cambridge and Northampton General Hospital.

## AFTER BABY'S ARRIVAL-Complete as soon as possible

- UK Long Form Birth Certificate **(No later than 42 days after birth)**
  - Obtain British Birth Certificate either in the hospital or the Registrar's Office at a cost of £11. The birth must be registered within 42 days. You will need this long form/full birth certificate that includes the parents' names for the subsequent steps. **This step must be completed to enroll in DEERS, TRICARE and receive your CRBA.**
  - ❖ Baby born in Cambridgeshire (Hinchingsbrooke/Addenbrooke's): 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-deathsand-ceremonies/how-to-register-a-birth](http://www.suffolk.gov.uk/births-deathsand-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).
  - ❖ Baby born in North Northamptonshire: Schedule an appointment online at <https://northnorthamptonshire.zipporah.co.uk/Registrars/>. Offices are available in Corby, Kettering and Wellingborough.
  - ❖ Baby born in West Northamptonshire: Schedule an appointment and find more information at <https://www.westnorthants.gov.uk/births-deaths-and-marriages/register-birth>. Offices available in Daventry, Northampton and Towcester.
  - ❖ Baby born in Central Bedfordshire: Schedule an appointment online and find more information at [https://www.centralbedfordshire.gov.uk/info/49/registration\\_services/480/register\\_a\\_birth](https://www.centralbedfordshire.gov.uk/info/49/registration_services/480/register_a_birth). Offices are available in Ampthill and Leighton Buzzard.



- ❖ Baby born in Bedford Borough: Schedule an appointment online and more information at <https://www.bedford.gov.uk/births-deaths-marriages-and-civil-partnerships/births/register-birth>
- ☐ Enroll in DEERS by calling CSS at DSN 314-268-4357/Commercial +44 01480 844357 (Complete ASAP after birth)
- ☐ **Military**-Enroll in Tricare (No later than 90 days after birth)
  - ☐ Visit the TRICARE Operations and Patient Administration (TOPA) office on the second floor of the MTF to get your baby enrolled in TRICARE.
  - ☐ Once the baby is assigned to a PCM, please call the RAF Alconbury appointment line at DSN 314-268-2273/Commercial +44 01480 842273 to schedule a 2-week Well Child Check (WCC) with their PCM.
  - ☐ For questions, call DSN 314-268-4561/Commercial +44 01480 844561
- ☐ **DoD Civilians and Contractors**-Complete enrollment with health insurance company and NHS
- ☐ Circumcision for males, if desired (No later than 30 days after birth)
  - **UK Hospitals DO NOT do circumcisions after a male infant is born!**
  - Circumcisions are done at RAF Croughton or RAF Lakenheath between the age of 1-30 days (with a referral from the child's PCM)
  - You must receive a birth certificate from the UK hospital prior to discharge
  - The child must be registered with DEERS and TRICARE
  - If you have any questions about circumcisions or the process, please call the Lakenheath Clinic at DSN 314-226-8010 or commercial +44 01638 528010 or Croughton Clinic at DSN 314-236-8848 or commercial +44 01280 708848

**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 at RAF Mildenhall by calling +44 01638 2222
  - ☐ Update Dependent OHA and COLA with Finance by calling +44 01480 843989
- Documents Needed:
- ☐ Birth Certificate
  - ☐ Automatic Command Sponsorship Paperwork (This is provided at your CSS appointment)
- ☐ **Military**- Well-Child Check (Getting your baby seen by a PCM after birth):
    - ❖ Newborns MUST be seen at the Pediatrics Clinic at RAF Lakenheath for their 2-day well check. The Family Health Clinic at RAF Alconbury DOES NOT provide 2-day well-baby checks.
    - ❖ If you delivered your baby at RAF Lakenheath, the hospital staff will arrange for your baby's 2-day well check prior to your discharge.
    - ❖ If you delivered off base, you will need to contact RAF Lakenheath Patient Admin at +44 01638 528724 as soon as possible to get your newborn mini-registered with the MTF. You do not need the Certificate of Birth to complete this step. Once the mini-registration is completed, you may request that Patient Admin transfer your call to the Pediatric Clinic for scheduling. Alternatively, you could also call their appointment line at 01638 528010 and request a telephone consult be sent to the Pediatric Clinic for newborn scheduling. A nurse or tech will then reach out to you to schedule the appointment.
    - ❖ PLEASE NOTE: TRICARE does not cover the cost of home visits by a nurse to see your baby at your home or to provide lactation consultation services in the home. This is a common practice in the UK, but the cost is not covered by your TRICARE benefit.
  - ☐ **DoD Civilians and Contractors**-Post-natal visits will be scheduled through the NHS or your private medical provider for regular well-child checks for you and your baby during the first 8 weeks after birth either at your home or clinic.

- ❖ A pediatrician, mid-wife or neonatal nurse will conduct a newborn physical examination within 72 hours after birth.
- ❖ A heel-prick blood test will be performed between days 5-8 after birth.

## Helpful Resources

- ❖ The Air Force Surgeon General has developed a website to help keep you informed about pregnancy and what you can do to help have the best possible outcome. You can find it at [www.dodparenting.org](http://www.dodparenting.org).
- ❖ The Period of Purple Crying is another website developed to help you understand your baby's crying. You can get more information and download the app at: [www.PURPLEcrying.info](http://www.PURPLEcrying.info).
- ❖ New Parent Support program at RAF Lakenheath is open to all 501 CSW parents, no matter where they decide to deliver. Classes include Baby Basics and Dad's Class. Office visits can also be coordinated for times that you may already be at RAF Lakenheath. They offer info on growth and development, advice on parenting skills, or just a supportive ear. Please call the office 1-2 weeks ahead of time to coordinate. To find out more information about classes and services they offer, please contact them at DSN 226-8070 or COMM 01638-52-8070.

## Active-Duty Military: How to Obtain a Breast Pump

At 28 weeks, active-duty families will be eligible to obtain a breast pump and supplies through TRICARE. Review the packet and decide if you want to do the cashless/claimless option vs purchase a pump not offered through Newcampe Med LTD or Janz Medical Supply and apply for reimbursement

- ❖ If you would rather obtain one of the available pumps through the cashless/claimless option
  - Call 01480 844502 to activate the referral
  - Of note, when you call to activate your referral you will need to know the specific type of pump that you want and whether you want it through Newcampe Med LTD. or Janz Medical Supply
- ❖ If you would rather purchase your own pump and apply for reimbursement through TRICARE, you can do that at any time online following the instructions attached

Please, note when you call to activate your referral, there will be 2 referrals placed in the system

1. For breast pump and storage bags
2. For breast pump maintenance supplies

\*\*\* If at this time you are unsure whether you want to obtain a breast pump and which type you want, please, know that usually you can get a breast pump and all needed supplies from Janz Medical Supply and Newcampe Med LTD. within 1-2weeks. Once you decide which option is right for you, you can call TRICARE to activate the referral (it will already be in the system). Please, refrain from putting in TCONs asking for DME referrals. If you have questions, bring them with you to discuss at your next appointment. When you call TRICARE, if the referral is not in the system, please, wait until your next appointment and ask for referral to be placed at that time.

\*\*\*Attached Prescription Descriptions

Prescription #1

- ❖ Prescription for breast pump, kit and power adaptor -to be used at the time of obtaining the
- ❖ pump after 27 weeks gestation
- ❖ Prescription for 90 breastmilk storage bags per month for up to 36 months

Prescription #2

- ❖ To be used at any time within 36 months after birth of the baby for replacement supplies as
- ❖ Needed

## TRICARE Breast Pump Information

Not all breastfeeding assistance procedures and evaluation services are covered by TRICARE. The following supplies must be obtained from a TRICARE-authorized provider, supplier or vendor and are covered for up to 36 months after the birth event:

- Standard power adapters
- Tubing and tubing adaptors
- Locking rings
- Bottles and bottle caps
- Shield/splash protectors
- Storage bags
- One breast pump kit per birth event\*\*\*

### *Cashless/Claimless Option*

In order for your purchase to be cashless/claimless you must follow these steps:

- ❖ Obtain a prescription from a provider written on or after 27 weeks gestation
- ❖ Request for a provider to write a referral for the name of the vendor
- ❖ Contact the Referral Management Center at 226-8010 or 01638528010 option 1 then 4 to active your referral
- ❖ International SOS will send you the authorization within 5 business days; Contact ISOS if you do not receive auth
- ❖ Choose the vendor and contact to set up a date and time for pickup or delivery of your breast pump:
  - Newcampe Med LTD. (01638-660479) Located in Newmarket; they can deliver to your home
    - Spectra 1 or 2
    - Spectra bags only
  - Janz Medical Supply (01638-534163) Located at the BX on RAF Lakenheath
    - Spectra 1, Medela options (Freestyle Flex & Pump-In-Style), Freemie Independence and Elvie (single pump only)
    - Spectra and Kiinde bags

### *Reimbursement Option*

- ❖ Your provider will write a prescription for the breast pump.
- ❖ Pay out of pocket for a basic electric pump on or after 27 weeks gestation.
- ❖ You may purchase from any online retailer or directly from AAFES.
  - If purchased from a stateside vendor, TRICARE will only cover up to \$312.84.
  - If purchased from an overseas vendor, TRICARE will cover up to \$500.55.
  - If ordered from any stateside on line vendor such as Target or Walmart, you will only be reimbursed up to the stateside cap of \$312.84. If you choose a more expensive pump, then you will be responsible for the difference.
- ❖ Be sure to verify the exact cost of the breast pump. Be cautious of online vendors as they do not always list the price on their site\*\*
- ❖ Save your receipt from the purchase of your breast pump and a copy of your prescription.
- ❖ Register for the secure claims portal and submit a claim on line (<http://www.tricare-overseas.com>)
- ❖ Tutorials (<http://www.tricare-overseas.com/beneficiaries/claims/porta1-tutorials>)
- ❖ Reimbursement can take up to 90 days to process

Contact information for any questions:

- RAF Alconbury TRICARE office: DSN: 268-4502 / COMM: 01480 844502
- International SOS at 02087 628384 option #3
- Contact your provider at 01480 842273 or via the Relay Health Secure Messaging portal

# NEWBORN PACKAGE

100 FSS/Passport Office  
Mon-Thurs 0830-1500 Walk-In For Passport Pick-Ups  
Appointments only:

**Book Appointment: <https://rafmildenhallpassports.setmore.com/>**

**Closed every Friday for processing**

**CLOSED: Second Thurs of the month, USAFE Family Days, US Federal Holidays, and Goal Days**  
**100fss.passport@us.af.mil / DSN: 238-2222/5440 / COMM: 01638 54 2222**

*Purpose of the Newborn Package:* The Newborn Package will assist members when applying for a newborn's Consular Report of Birth Abroad, No-Fee and Tourist Passports, Social Security Card, and Exemption Vignette (if desired). **Recommend parents make an appointment** to the US Embassy in London to apply for the Consular Report of Birth Abroad, Tourist Passport, and Social Security Card in one visit (to schedule an appointment visit UK.USEMBASSY.GOV) then complete the No-Fee Passport application at the RAFM Passport Office after receiving the Consular Report of Birth Abroad.

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

## FIRST VISIT: CONSULAR REPORT OF BIRTH ABROAD, TOURIST PASSPORT, & SSN

*(estimated processing time: 14 weeks)*

Items Required for Consular Report of Birth Abroad:

- DS-2029 Application Form (*Google "DS 2029" / click first link: <https://eforms.state.gov/Forms/ds2029.pdf>*) (Please use the Passport Office address for the mailing address—listed on back)

*\*Do not sign the application form until a Passport Agent is present and has reviewed it\**

- Copy of Parents' Photo ID (front and back of military ID)

- The following ORIGINAL DOCUMENTS are required to be submitted with the application:

- o British Birth Certificate
- o **Parents' Marriage** Certificate
- o **Parents'** Passports, Birth Certificates, or Naturalization Certificates
- o Divorce Decrees (if applicable)
- o Any Official Name Change Documents

- (2) TWO (Royal Mail Special Delivery-silver/gray) Pre-paid A-4 envelopes from British Royal Mail with 500gr stamps

- Money Order for \$100 made to "US DISBURSING OFFICE"

Items Required for Tourist Passport:

- DS-11 Application Form

(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 Order for \$115 made to "US DEPARTMENT OF STATE"

- (2) TWO Passport Photos Size 2x2 (Locations: Bob Hope Community Center Bldg. 404 01638542579 or RAFM Public Affairs 238-2654. Photos must be taken within the last 6 months/ no glasses)

- **\*No Glasses in photos ,Photos must be taken within the last 6 months\***

- Copy of Parents' Photo ID (front and back of military ID) or Drivers License.

Items Required for Social Security Card:

- SS-5 Application (*Google "SS-5" / click first link: <https://www.ssa.gov/forms/ss-5.pdf>*)

(Please 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

- Copy of **Signing Parent's** Photo ID (front and back of military ID) or Drivers License

**Note:** Both parents and child need to be present at the appointment. If only one parent can attend the appointment, a notarized DS-5507 for the CRBA application, notarized DS-3053 for the Tourist Passport application, and two (2) notarized copies of military/dependent ID are required from the absent parent.

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

**CONTINUED ON BACK**

## SECOND VISIT: NO-FEE PASSPORT (estimated processing time: 12 weeks)

### Items Required for No-Fee Passport:

- DS-11 Application Form  
(Application CANNOT be hand written, it MUST be generated by the online questionnaire—Link below.) (Please use the Passport Office address for the mailing address—listed on back)  
\* *Do not sign the application form until a Passport Agent is present and has reviewed it* \*
- (2) Two Passport Photos Size 2x2 (Locations: Bob Hope Community Center Bldg. 404 01638542579 or RAFM Public Affairs 238-2654. Photos must be taken within the last 6 months)
- \*No Glasses in photos ,Photos must be taken within the last 6 months\*
- Copy of Parents' Photo ID (front and back of military ID) Drivers License.
- Original Consular Report of Birth Abroad
- Copy of Tourist Passport
- Copy of PCS Orders
- Approved Command Sponsorship

Both parents and child need to be present at the appointment. If only one parent can attend the appointment, a notarized DS-3053 and notarized copy of photo ID are required from absent parent. (Link: <https://eforms.state.gov/Forms/ds3053.pdf>)

## GUIDE FOR FILLING OUT THE DS 11 APPLICATION

To create the DS-11 form, complete online the questionnaire using the following link:

<https://pptform.state.gov/?AspxAutoDetectCookieSupport=1>

1. Click the box next to: "I have read the Privacy Act..." / Click "SUBMIT"
2. Click "SUBMIT" under Complete Online & Print.
3. Complete the questionnaire. The correct form will populate at the end with a 2D bar code on the left hand side.

**First Screen:** Enter applicant personal information

**Second Screen:** For CRBA and No-Fee mailing address must be entered EXACTLY as follows (For Tourist Passport application use your UK Physical mailing address):

Street Address: **100 FSS/FSMPS PASSPORT OFFICE**

Street Address 2: **Bury St Edmunds**

City: **SUFFOLK**

Country: **UNITED KINGDOM**

Zip: **IP28 8NG**

(Note: You must click no for permanent address- Input your Physical Address (where you lay your head \*UK address) or Home Of Record

**Third Screen:** Enter dates of upcoming travel (MUST BE COMPLETED)

- Start Date: 2 months from the day of your appointment
- End Date: DEROS Date
- Countries: United Kingdom or Country Sponsor is PCSing to

**Fourth Screen:** Emergency Contact Information **must be filled out** (Someone not traveling with you)

**Fifth Screen:** Enter your most recent passport information (if applicable)

**Sixth Screen:** 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

NOTE: PASSPORT APPLICATION MUST BE PRINTED ON 8 1/2 X 11 PAPER

## FOR ACTIVE DUTY SPONSORED DEPENDENTS ONLY: EXEMPTION VIGNETTE

(estimated processing time: 12 weeks)

### Items Required:

- Completed Exemption Vignette Application (picked up or requested via email from RAFM Passport Office)
- No-Fee Passport (*Tourist Passport CANNOT be used*)
- **Sponsor's PCS Orders to UK**
- Surf or Career Data Brief (if DEROS was extended)
- Approved Command Sponsorship (*if applicable*)
- (2) Two Passport Photos Size 2x2 (Locations: Arts & Crafts on Base, Mildenhall Post office in Co-op food -\* **No Glasses - taken within the last 6 months\***)
- (1) **ONE** Pre-paid A-4 envelopes from British Royal Mail (Royal Mail Special Delivery-silver/gray) with 500gr stamps
- Copy of British Birth Certificate (*optional*)