



# NEWBORN PACKAGE CHECKLIST



RAF Mildenhall, Bldg. 436  
Room 201

Hours of Operation  
Mon- Thurs 0830-1500

Additional Passport Information &  
Checklists visit:

[100fss.com/military-personnel-flight](http://100fss.com/military-personnel-flight)

**INCLUDES:**

**Consular Birth Abroad,**  
**Tourist Passport, SSN**

**For Appointments Contact:**  
**100fss.passport@us.af.mil**

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ONE APPT: NEWBORNS BORN WHO HAVE NEVER RECEIVED ANY  
eCRBA/TOURIST PASSPORT/SSN

## **ITEMS REQUIRED FOR THE CONSULAR OF BIRTH (eCRBA):**

1. Complete eCRBA online at [Travel.State.Gov](http://Travel.State.Gov) (Please be sure to upload all requested documents)
2. Send Proof of Email Payment online for eCRBA to [100fss.passport@us.af.mil](mailto:100fss.passport@us.af.mil); Passport Office will email to Schedule appointment once CRBA document is received in office. (eCRBA document's are ONLY requested by the office each Monday for the prior week.)
3. ONE (1) Copy of both parents military ID (front & back) FOUO
4. ORIGINAL DOCUMENTS are required to be submitted with the application to Embassy; documents will be returned
  - Original British Birth Certificate (Child) Long including THREE (3) photocopy
  - Original Parents Marriage Certificate including ONE (1) photocopy
  - Original Divorce Decree or Death Certificate (If previously marriage for all marriages) (If applicable)
  - Original Any official Name change documentation (If applicable)
  - Original Parents U.S. Passport, U.S. Birth Certificates, or U.S. Naturalization Certificates (If Parent is NOT a U.S. Citizen then COPY of Foreign Passport can be used)
5. TWO (2) Royal Mail Special Delivery Prepaid envelopes from Royal Mail Paid up to 500gr stamps (SEE PAGE 7)
6. Proof of physical presence in U.S. prior to child's birth -ALL PCS orders &/or Proof of Service Letter etc. (SEE ATTACHMENT 4) (For previous PCS Orders go to ->AFPC Secure ->PRDA) (For PoS Letter ->VMPF ->Self-Service ->Personal Data)

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## **ITEMS REQUIRED FOR THE TOURIST PASSPORT:**

1. Separate **Money Order for \$135** made out to "**US DEPARTMENT OF STATE**" (**Money Order Locations: USPS Mildenhall or Lakenheath/Community Bank/Kessler CU**) or Printed Proof of Online payment required at appointment
2. DS-11 Application Form - ([pptform.state.gov](http://pptform.state.gov) ONLY) Pages must be single-sided and on letter-size format paper.
3. TWO (2) Passport photos taken with a white/off white background (Must be a recent photo taken in last 6 months)  
Locations FOR PASSPORT PHOTOS: RAFM- Bob Hope Bldg. OR RAF Lakenheath BX- Kodak Store
4. ONE (1) Copy of both parents military ID (front & back) FOUO

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## **ITEMS REQUIRED FOR THE SOCIAL SECURITY CARD**

1. SS-5 Application - <https://www.ssa.gov/forms/ss-5.pdf> USE YOUR PSC BOX THE SSN WILL BE MAILED TO YOU
2. ONE (1) copy of Signing Parent's Passport
3. ONE (1) Copy of Signing Parent's Military ID (Front & BACK)
4. ONE (1) Copy of the No SSN Statement (SEE PG 17)

For Children under the age of 16, both biological parents and the child must be present to apply! If only one parent cannot 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>

ALL APPLICANTS MUST BE PHYSICALLY PRESENT, NO EXCEPTIONS! PLEASE DO NOT SIGN YOUR FORM!!!! (You must sign it in the presence of a Military Passport Agent)

For Any Status Updates Request Please See Page 8

## Table of Contents

### Newborn Checklist

Introduction page.....	Page 1
Emergency Passports.....	Page 1
Step 1: Collect All require documents.....	Page 2
Birth evidence.....	Page 2
Evidence of Parents Citizenship and Identity	Page. 3
Proof of the Relationship between the U.S. Citizen parent(s) and the child.....	Page 3
Child born out of wedlock.....	Page 3
a. Mother.....	Page 3
b. Father.....	Page 4
Step 2: Completed eCRBA online Site: Travel.State.Gov Birth Abroad (CRBA).....	Page 5
Step 3: COMPLETE FORM DS-11, APPLICATION FOR A US PASSPORT.....	Page 6
Step 4: COMPLETE FORM SS-5, APPLICATION FOR A SOCIAL SECURITY CARD.....	Page 7
SEE PAGE 17 FOR NO SSN MEMO	
Passport Photos.....	Page 7
Fees and Forms of Payment.....	Page 7
Processing Times and Status Updates.....	Page 8
No-Fee Passports.....	Page 9

### *NEWBORN PACKAGE VISUAL HELP*

*Attachment 1 eCRBA*

*Attachment 2 DS-11 (Tourist Application)*

*Attachment 3 SS-5 (Social Security Application)*

*Attachment 4 Proof of Physical Presence*

## Introduction:

If you are a US citizen and the parent of a child born outside of the United States, you will need to document your child's US citizenship with a "Consular Report of Birth Abroad (CRBA." You may also apply for your child's first passport (tourist and social security card when you report your child's birth. A SSN will not be issued unless your baby has a CRBA and a US Passport. A Passport serves as the proof of U.S. Citizenship.

If your baby was born in the U.K., you have to get a U.S. Passport and CRBA for them before they are eligible to travel outside of the U.K. Remember a CRBA is not a travel document. Parents will have the opportunity to complete all three applications (CRBA, Tourist Passport, and SSN at their scheduled appointment, which is highly recommended. **This process should start within 30/45 days after the birth of the child.**

## Emergency Passports:

If you are due to PCS within the next 45 days we recommend that you make plans to visit the US Embassy. The embassy will only schedule an appointment for you if you are five working days from the date of overseas travel. (During the pandemic Please pay attention to the webpage [uk.usembassy.gov](http://uk.usembassy.gov) for updates or contact their email [at LondonPassports@state.gov](mailto:LondonPassports@state.gov) for Emergency Passports.

You are required to bring the long-form birth certificate (stating the name of both parents. Both parents and child must be present during the appointment. If one parent or both parents (biological) are unable to attend they must bring a notarized affidavit DS-3053 to the appointment, as well as a notarized copy of the photo ID from the absent parent/s.

<http://eforms.state.gov/Forms/ds3053.pdf>

<https://eforms.state.gov/Forms/ds5507.pdf>

## **Step 1: Collect all Required Documents:**

We suggest that you gather original documents pertaining to you and your spouse prior to the birth of your newborn. If you find you have missing documents, this will give you the opportunity. To request replacements.

For more information on obtaining birth records, you may visit the Center for Disease Control at

<http://www.cdc.gov/nchs/w2w.htm>.

Please contact the appropriate Vital Statistics Office of the state or area in which your birth occurred.

<https://www.vitalchek.com/birth-certificates/>

### Birth Evidence

***Child's U.K. birth certificate:*** Long form U.K. birth certificate listing both the child and parents' information. **Short form birth certificates listing just the child are not acceptable. Please bring the original document.**

### Evidence of Parents Citizenship and Identity

Your current passport is the preferred form of proof and must be submitted. Your Original U.S. birth certificate/Naturalization certificate is also acceptable. Foreign spouses can submit a copy their foreign passport. The original documents submitted including the child's original birth certificate will be returned to you.

Proof of the Relationship between the U.S. Citizen parent(s) and the child

Your child's U.K. birth certificate containing both parent's name is the best form of proof. If you are married, we have submit your original marriage certificate.

***Marriage certificate:*** *An original or court certified copy of the marriage certificate issued by the appropriate authorities in the country in which the marriage took place. **Church/Religious certificates are not acceptable.*** If the parents are not married, this is not required. **Please bring the original the document;**

If you have prior marriages, we need to see the original divorce decree, annulment, or a death certificate. If you any of your documents are in language other than English a certified translation must be provided. All marriage certificates divorce decrees, annulment, or death certificates must be submitted in original form. All original documents will be returned to you along with the birth certificate and passport.

Child born out of wedlock

**a. Mother:**

A child born outside of the United States and out of wedlock to a U.S. citizen mother, **on or before June 11, 2017**, may acquire U.S. citizenship if the mother was a U.S. citizen at the time of the child's birth and, if the mother was physically present in the United States for a continuous period of one year (365 days) prior to the birth of the child.

(NOTE: Periods spent overseas with the U.S. government/military dependent are NOT considered as physical presence in the U.S. for transmission under this category)

In light of the U.S. Supreme Court's decision in *Sessions v. Morales-Santana*, 582 U.S.\_\_\_\_\_, 137 S. Ct. 1678 (2017), a child born outside of the United States and out of wedlock to a U.S. citizen mother **on or after June 12, 2017**, may acquire U.S. citizenship if the mother was a U.S. citizen at the time of the child's birth, and was physically present in the United States for a period of five years, two of which were after the age of fourteen.

In both cases, the U.S. citizen mother must be the genetic or gestational mother and the legal parent of the child under local law at the time and place of the child's birth in order to transmit U.S. citizenship.

**b. Father:**

A child born outside of the United States and out of wedlock to a U.S. citizen father, may acquire U.S. citizenship if the father was a U.S. citizen at the time of the child's birth and, if the father was physically present in the United States or one of its outlying possessions for five years, two of which were after the age of fourteen. In addition, the U.S. citizen father must acknowledge paternity and agree in writing to provide financial support for the child until he/she reaches the age of 18 years old

**Additional info on CRBAs visit:**

U.S. Embassy Website: <https://uk.usembassy.gov/u-s-citizen-services/citizenship/consular-report-of-birth-abroad-crba-and-first-u-s-passport/>

U.S. Department of State Website: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>

## **Step 2: Online application eCRBA: Electronic CONSULAR REPORT OF BIRTH ABROAD (CRBA).**

### **eCRBA- Consular Birth Abroad**

A Consular Report of Birth Abroad may be issued for any U.S. citizen child under the age of 18 who was born abroad and who acquired U.S. citizenship at birth. Only the child's parent(s), legal guardian, person acting in loco parentis or the child may apply on the child's behalf. The application generally must be signed before a U.S. consular officer, a consular agent, or, in the case of children born in U.S. military hospitals, a designated military official. A Consular Report of Birth Abroad is proof of U.S. citizenship; however, and does not take the place Of a passport for travel purposes.

*site: Travel.State.Gov*

Please ensure the Online eCRBA application is done a week prior to appointment **No exception**. new appointment will need to be booked if member failed to complete Online eCRBA.

**Paymnet must be done online and print proof of payment email required at appoinmnet!! Both parents have to sign the form in the presence of a military passport agent. \*\*NOTE:** if you are both U.S. citizens and were married at the time of your child's birth. Only one parent is required to sign the DS-2029.

### Step 3: COMPLETE FORM DS-11, APPLICATION FOR A US PASSPORT.

Please complete a DS-11 using the wizard on the following web site: **<https://pptform.state.gov>**

#### STEPS TO FILL OUT THE DS-11 APPLICATION FORM:

Go to website: <https://pptform.state.gov/> and complete questionnaire.

Application **MUST** be typed using on-line version with 2d bar code **ONLY!!** You cannot print and write on the application—it will be rejected (**No Exceptions**)!

Your mailing address will be as shown below:

1st Street /RFD # Block: **100 FSS/FSMPS PASSPORT OFFICE**

2nd Street/RFD # Block: **UNIT 4702**

City: **BURY ST. EDMUNDS**

COUNTY: **UNITED KINGDOM** POST CODE: **IP28 8NG**

- IF YOUR CHILD HAS NEVER RECEIVED A SSN PLEASE INPUT: 000-00-0000 FOR THE SSN
- When asked if this is your permanent address, you **MUST** check the box “NO”  
Permanent address must be your physical address listed on birth certificate (not the PSC/CMR box)
- Point of Contact number must be your local #, cell phone or sponsor’s (DSN# preferred COMM: 4401638-54-XXXX)
- E-mail address is your government e-mail address OR your sponsor’s government e-mail address (for dependents)
- Emergency Contact must be **FILLED IN** and must be someone not traveling with you (Please list their physical address, no PSC/CMR box)
- Parent’s information must be filled out and match the birth certificate \***ALWAYS LIST PARENTS NAME At TIME OF THEIR BIRTH\*** For other names known, list all previous names you have had. Please do not put NO or N/A or nicknames; only legal names (i.e. maiden name, previous marriage name)
- It is highly recommended to put down Travel Plans especially if traveling soon but is okay to leave blank
- You must select **PASSPORT BOOK** and below that you must select **52 PAGE BOOK** to be able to select the **NEXT** button, then **CREATE FORM** to populate the DS-11 and print out pages 5&6 only.

Upon completion, select “Create Form” and print the form. Please only print Pages 5 and 6 on US Letter size format (no A4 format authorized) and single-sided. There will be a bar code on the top left corner of Page 5. If your form doesn't show this bar code, you will need to re-accomplish it. See Attachment 2 for an example.

**Please DO NOT sign the form!!!!**

**Printed Proof Of Online payment required. Both parents have to sign the form in the presence of a military passport agent!!!**

**Step 4: COMPLETE FORM SS-5, APPLICATION FOR A SOCIAL SECURITY CARD.** Please complete the application SS-5, Application for Social Security Card, on the Following web site: <http://www.ssa.gov/online/ss-5.pdf>

See Attachment 3 for an example. The completed form must accompany your birth registration submission and will be returned along with the CRBA certificate and passport. The Social Security Number may not be issued before the Consular Birth Abroad and the passport are issued. **You may sign this document prior to your appointment!**

Complete the No SSN Memorandum. See page 17.

### **Passport Photos**

Two recent passport photos (biometric), measuring 2" x 2" or 5 cm x 5 cm. The child must be facing front on a white/off white background. The face must be clearly visible and the child's eyes should be open. This photo needs to be a recent photo. Location: RAFM Bob Hope Center/RAFL Bx offers passport photos

### **Fees and Forms of Payment**

We may only accept a money order or cashier's check. Cash, credit card or personal checks will not be accepted. Kessler CU, Community Bank, U.S. Post Office can provide money order/grams

eCRBA fee payed Online proof of payment must be printed  
Tourist passport fee payment done Online proof of payment must be printed

Separate Money Order for each application [ \_\_\_\_\_ 15 in/38 cm \_\_\_\_\_ ]

TWO (2) Royal Mail C4 Special Delivery  
Prepaid envelopes from Royal Mail Office  
Paid up to 500gr stamps or  
about £8 worth of stamps



## **PROCESSING TIMES and Status Updates:**

Documents are expected to be sent to the Embassy the same Friday no later than the first business day of the following week

### **Times**

**8 to 10 weeks to receive the CRBA and Tourist Passport plus Original Docs**

**An additional +10 weeks for SSN Card to be mail to your address**

**NOTE: Expect extreme delays for SSN card**

### **STATUS UPDATES**

**SSN Status Email Embassy: FBU.London@ssa.gov**

**CRBA Status Email Embassy: LondonPassports@state.gov**

**Online Passport Status Website: passportstatus.state.gov**

Tourist Passports/CRBAs/Original Docs will be received back to our office once they have been processed. Once we receive your documents you will be emailed to pick up your documents from our office. Please feel free to walk-in and pick up your passport/s during our hours of operation: M-F,; 0830-1500 *Closed all holidays/family days/goal days.*

**SSN will be mailed to address listed on the SS-5 (SSN application) we cannot provide status checks for social security numbers you have to request a status by. U.S. Embassy Federal Benefits Unit at FBU.London@ssa.gov.  
Expect long delays for response and SSN Card**

<https://uk.usembassy.gov/u-s-citizen-services/federal-benefits/contacting-the-london-federal-benefits-unit/>

**Once you receive the SSN make sure you go to DEERS to have the SSN added! Benefits such as medical can affect the child**

No-Fee Passport:

No-Fee passports is a passport used by DOD personnel and their eligible family members. If you are a military member you have to have a No-Fee passport for your U.S. child while here in the U.K for official reasons. This passport can only be obtained if dependents are command sponsored or on the orders of the DOD personnel. A No-Fee passport is **FREE** and is at no cost to the member. Each Eligible family member must obtain a separate no-fee passport per person regardless of their age

**Once the CRBA and Tourist Passport has been received you can immediately start the process for a No-Fee passport. This will be a Second Appointment that you will have to book once you documents have been received.**

**Please follow the No-Fee Passport Checklist for an Initial No-Fee. A DS-11 Application will be filled out every time as an Initial Passport until the child is 16.**

Electing to not get a Tourist Passport

It is not required for newborns to have a tourist passport, but is highly recommended as it makes it easier to receive a SSN. Remember a passport has to be issued in order for the child to obtain a SSN. You have to obtain the CRBA in order to apply for any CRBA to verify U.S. Citizen Eligibility.

**NOTE: THIS IS RARE THAT THE PARENTS ELECT TO ONLY RECEIVE A NO FEE PASSPORT AND NOT A TORUIST PASSPORT. THAT CHILD WILL NOT BE ABLE TO TRAVEL FOR LEISURE ON A NO-FEE PASSPORT.**

eCRBA: [Travel.State.Gov](http://Travel.State.Gov)

DS-11: [pptform.state.gov](http://pptform.state.gov)

SS-5: [ssa.gov/forms/ss-5.pdf](http://ssa.gov/forms/ss-5.pdf)

# NEWBORN PACKAGE VISUAL HELP

Consular Report of Birth Abroad (CRBA)



Complete eCRBA Online a week Prior to appointment  
**\*no exceptions new appointment will need to be booked at 100FSS.com\***

Child's U.K. Birth Cert +3 copy



Parents U.S. Birth Cert



Copy of Parents Mil IDs



Printed Proof of payment Online required

Marriage Cert +1 copy



or



Any Passports

Proof of Physical Presence in U.S. (PCS Orders, Service Letter etc.) see attachment 4



Tourist Passport



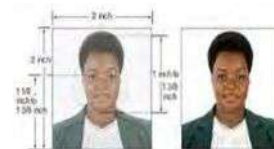
Completed DS-11



Copy of Parents Mil IDs



Two 2x2 Photos



Printed Proof of payment Online required )

SSN Card



Completed SS-5



Copy of No SSN Memo



Copy of one Parent U.S. Passport



Copy of one Parent Mil ID



Two Royal Mail Envelopes size C-4 (size of documents)





Name of Applicant (Last, First, & Middle) **DOE, JOSHUA LEE** Date of Birth (mm/dd/yyyy) **12/08/2020**

**DOE, JOSHUA LEE** **12/08/2020**

**10. Parental Information** Last Name (at Parent's Birth)

Mother/Father/Parent - First & Middle Name **JANE** Last Name (at Parent's Birth) **SMITH**

**JANE** **SMITH**

Date of Birth (mm/dd/yyyy) **11 19 1990** Place of Birth **ORLANDO, FL** Sex  Male  Female U.S. Citizen?  Yes  No

**11 19 1990** **ORLANDO, FL**  Male  Female  Yes  No

Mother/Father/Parent - First & Middle Name **JOE** Last Name (at Parent's Birth) **DOE**

**JOE** **DOE**

Date of Birth (mm/dd/yyyy) **07 25 1988** Place of Birth **LANDSTHUL, GERMANY** Sex  Male  Female U.S. Citizen?  Yes  No

**07 25 1988** **LANDSTHUL, GERMANY**  Male  Female  Yes  No

**11. Have you ever been married?**  Yes  No *If yes, complete the remaining items in #11.*

Full Name of Current Spouse or Most Recent Spouse \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

\_\_\_\_\_

U.S. Citizen?  Yes  No Date of Marriage (mm/dd/yyyy) \_\_\_\_\_ Have you ever been widowed or divorced?  Yes  No Widow/Divorce Date (mm/dd/yyyy) \_\_\_\_\_

Yes  No \_\_\_\_\_  Yes  No \_\_\_\_\_ (mm/dd/yyyy) \_\_\_\_\_

**12. Additional Contact Phone Number** **447-260-000000**  Home  Cell **13. Occupation (if age 16 or older)** **CHILD** **14. Employer or School (if applicable)** \_\_\_\_\_

**447-260-000000**  Home  Cell **CHILD** \_\_\_\_\_

**15. Height** **1ft. 1in.** **16. Hair Color** **RED** **17. Eye Color** **GREEN** **18. Travel Plans** Departure Date (mm/dd/yyyy) \_\_\_\_\_ Return Date (mm/dd/yyyy) \_\_\_\_\_ Countries to be Visited **U.K.**

**1ft. 1in.** **RED** **GREEN** \_\_\_\_\_ \_\_\_\_\_ **U.K.**

**19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.** Street/RFD # or URB (No P.O. Box) **522 WINDMIND HEIGHTS** Apartment/Unit \_\_\_\_\_

**522 WINDMIND HEIGHTS** \_\_\_\_\_

City **BURY ST EDMUNDS, GBR** State \_\_\_\_\_ Zip Code **IP28 657**

**BURY ST EDMUNDS, GBR** \_\_\_\_\_ **IP28 657**

**20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.** Name **MISSY SMITH** Address: Street/RFD # or P.O. Box **7 STREET BLVD** Apartment/Unit \_\_\_\_\_

**MISSY SMITH** **7 STREET BLVD** \_\_\_\_\_

City **NEW YORK CITY** State **NY** Zip Code **10001** Phone Number **646-123-4567** Relationship **SISTER**

**NEW YORK CITY** **NY** **10001** **646-123-4567** **SISTER**

**21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card?**  Yes  No *If yes, complete the remaining items in #21.*

Name as printed on your most recent passport book \_\_\_\_\_ Most recent passport book number \_\_\_\_\_ Most recent passport book issue date (mm/dd/yyyy) \_\_\_\_\_

\_\_\_\_\_

Status of your most recent passport book:  Submitting with application  Stolen  Lost  In my possession (if expired)

Name as printed on your most recent passport card \_\_\_\_\_ Most recent passport card number \_\_\_\_\_ Most recent passport card issue date (mm/dd/yyyy) \_\_\_\_\_

\_\_\_\_\_

Status of your most recent passport card:  Submitting with application  Stolen  Lost  In my possession (if expired)

\_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY**

Name as it appears on citizenship evidence \_\_\_\_\_

Birth Certificate SR CR City Filed: \_\_\_\_\_ Issued: \_\_\_\_\_

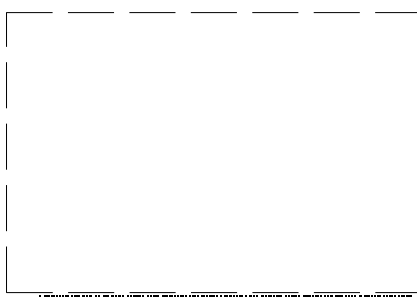
Nat. / Citiz. Cert. USCIS USDC Date/Place Acquired: \_\_\_\_\_ A# \_\_\_\_\_

Report of Birth Filed/Place: \_\_\_\_\_

Passport C/R S/R Per PIERS #/DOI: \_\_\_\_\_

Other: \_\_\_\_\_

Attached: \_\_\_\_\_



P/C of Citiz  P/C of ID  DS-71  DS-3053  DS-64  DS-5520  DS-5525  PAW  NPIC  IRL  Citiz W/S

\* DS 11 B 09 2013 2 \*

## Application for a Social Security Card

<b>1</b>	<b>NAME TO BE SHOWN ON CARD</b>	First JOSHUA	Full Middle Name LEE	Last DOE									
	<b>FULL NAME AT BIRTH IF OTHER THAN ABOVE</b>	First	Full Middle Name	Last									
	<b>OTHER NAMES USED</b>												
<b>2</b>	Social Security number previously assigned to the person listed in item 1		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td></tr> </table>	0	0	0	0	0	0	0	0	0	
0	0	0											
0	0												
0	0	0	0										
<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City State or Foreign Country	BRANDON UNITED KINGDOM	Office Use Only FCI	<b>4</b> <b>DATE OF BIRTH</b> 12/08/2020 MM/DD/YYYY									
<b>5</b>	<b>CITIZENSHIP</b> (Check One)	<input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed to Work <input type="checkbox"/> Legal Alien Not Allowed to Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)											
<b>6</b>	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7</b>	<b>RACE</b> Select One or More (Your Response is Voluntary)										
		<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian											
<b>8</b>	<b>SEX</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female											
<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>	First JANE	Full Middle Name MARIE	Last SMITH									
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9B on Page 3)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">3</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">4</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">6</td><td style="width: 20px; height: 20px; text-align: center;">7</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">9</td></tr> </table> <input type="checkbox"/> Unknown	1	2	3	4	5	6	7	8	9		
1	2	3											
4	5												
6	7	8	9										
<b>10</b>	<b>A. PARENT/ FATHER'S NAME</b>	First JOE	Full Middle Name LEE	Last DOE									
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">7</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">6</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">4</td><td style="width: 20px; height: 20px; text-align: center;">3</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table> <input type="checkbox"/> Unknown	9	8	7	6	5	4	3	2	1		
9	8	7											
6	5												
4	3	2	1										
<b>11</b>	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)												
<b>12</b>	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last									
<b>13</b>	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY										
<b>14</b>	<b>TODAY'S DATE</b> 01/29/2021 MM/DD/YYYY	<b>15</b>	<b>DAYTIME PHONE NUMBER</b> 044 7260000000 Area Code Number										
<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No. PSC 37 BOX 0000 City APO State/Foreign Country ZIP Code APO AE 09459											
<b>17</b>	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.												
<b>17</b>	<b>YOUR SIGNATURE</b>	<b>18</b>	<b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b> <input type="checkbox"/> Self <input checked="" type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____										
<b>DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)</b>													
NPN		DOC	NTI	CAN	ITV								
PBC	EVI	EVA	EVC	PRA	NWR    DNR    UNIT								
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW										
			DATE										
			DATE										

## **Providing Proof of Physical Presence for a Consular Report of Birth Abroad 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 DD-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).

To whom it may concern:

I \_\_\_\_\_ (print full name) declare under penalty of perjury under the laws of the United States of America that the following is true and correct:

(\* ) I/my child \_\_\_\_\_ (print full name) (\* ) have/has never been issued a Social Security Number by the Social Security Administration.

Executed on: \_\_\_\_\_  
(DATE)

Signature:

(Sign using full name as indicated on the passport application or parent's fully name if signing on behalf of a child)

(\* ) please delete as appropriate