

# BIRTH ABROAD PROCESS GUIDE

As of: 23 April 2015

## 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 (No-Fee and/or Tourist)
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@us.af.mil](mailto:31fss.passports@us.af.mil) or call DSN 632-4593/4807 Commercial 043430-4593/4807.

**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 online. You can visit us online at [www.31fss.com/passport](http://www.31fss.com/passport)

---

## Checklist (For specific requirements, see sections 1, 2, 3):

- ..... 2 Local Italian Birth Certificates for baby
- ..... Parent ID Cards
- ..... Parent Social Security Cards (if SSN isn't on CDB)
- ..... **Original** Parent's Passport *or* Birth Certificate *or* Certificate of Naturalization
- ..... **Original** Parent's Marriage Certificate
- ..... **Original** Parent's Divorce Decree / Annulment / Death Certificate
- ..... Career Data Brief (CDB) from vMPF
- ..... Parent's Proof of Physical Presence in the U.S. or its outlying possessions (**Print sponsor's Career Data Brief (CDB) from vMPF and bring High School/College Transcripts.**)
- ..... \$100 U.S. Money Order, **Payable to U.S. Consulate** (for CRBA).
- ..... \$105 U.S. Money Order, **Payable to U.S. Consulate** (for optional Tourist Passport).
- ..... **NO checks/cash/credit cards.**
- ..... Form DS-2029            "*Application for a Consular Report of Birth*" (attached)
- ..... Form SS-5-FS            "*Application for a Social Security Card*" (attached)
- ..... Form DS-11              "*Application for a U.S. Passport*" 2 copies (online application)
- ..... 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)

---

# 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(s). 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).

---

## 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.
- ..... **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 CDB). Only applies to U.S. citizen parents.
- ..... **U.S. Parents' Proof of Citizenship:**
  - o Current or expired passport *OR*
  - o Original birth certificate *OR*
  - o U.S. Certificate of Naturalization.
- ..... **Form DS-2029 "Application for a Consular Report of Birth"** (attached) completed!
- ..... **\$100 U.S. Money Order** to pay for CRBA. ***NO checks/cash/credit cards.***

---

## DOCUMENTATION FOR A CHILD BORN IN WEDLOCK

- ..... **Parent's Marriage Certificate.** Must be original or certified true copy.
- ..... **Parent's Proof of Termination of Previous Marriages** either parent may have had.
  - o Original divorce decree or annulment *OR*
  - o Original death certificate copy.
- ..... **Parents' Proof of Physical Presence in the U.S.** for one U.S. citizen parent, which is required to transfer U.S. citizenship to the child.
  - o 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 **(vMPF) career data brief (CDB)** or equivalent. Additional items are 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) career data brief (CDB) 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.

---

## DOCUMENTATION FOR U.S. CITIZENSHIP – WED OR UNWED

A U.S. citizen parent can transfer U.S. citizenship to their child born abroad if the following requirements are met.

- The 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) career data brief (CDB) 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 U.S. Citizen **Father** must provide:

..... **Form DS-5507 “Affidavit of Parentage, Physical Presence and Support”** completed and notarized, if not married to the mother of the child or deployed and unable to present 5 years of physical presence at the time of your appointment.

..... **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) career data brief (CDB) 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.

---

## 2. 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.

**TOURIST PASSPORT:** used for all leave-type and leisure travel. If you choose to apply for a tourist passport, the application will be sent in conjunction with the CRBA application. 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 3 months for No-Fee.

**NO FEE PASSPORT:** used for **official travel only** with the dependent's military sponsor (e.g. PCS and TDY). Provided free of charge by the military and 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:

- ..... **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.)
- ..... **\$105 U.S. Money Order:** for (optional) tourist passport **NO checks/cash/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 front and back copy of the non-applying parent ID is also required.

---

### 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.

- Select "I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers."
- Select "Submit".
- Under tab "Apply Online" select "Submit".
- Answer **all** of the questions as completely and accurately as possible. **Since your child does not have a SSN yet, in the SSN block, enter all zeros, e.g. 000-00-0000.**
- "Where should the passport be mailed?" use Passport Agent mailing address (below).

**FIRST Enter This Mailing Address:**

Address Line 1: **Passport Agent Bldg 1413**  
Address Line 2: **Area Flt 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:  
**Add Home/Cell** number (no country code), then click “Add Another Number”  
**Add 043430xxxx** Work, *This phone number is MANDATORY*
  - **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 “Next”.
  - Select “I have read and acknowledge the steps and information contained above.”
  - Select “Create Form”.
  - Select “Open” then print pages **5 & 6 ONLY!** Ensure there is a bar code in the upper left hand corner of page 5. Applications cannot be processed without a barcode.
- 

## PHOTOS:

- PROVIDED BY THE PASSPORT OFFICE

## FORMS:

- DS Form 3053 can be found at: <http://www.state.gov/documents/organization/212243.pdf>
- DS Form 2029 can be found at: <http://www.state.gov/documents/organization/156216.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 can be found at: <https://www.ssa.gov/online/ss-5fs.html>

---

## 3. SOCIAL SECURITY NUMBER

Please submit:

- ..... **Form SS-5 “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.
- ..... **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.

**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.**

---

## 4. COMMAND SPONSORSHIP

- **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 with previously command sponsored dependents:** Children born to 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. SOGGIORNO INFORMATION

After your baby is Command Sponsored, contact the Soggiorno Office at 632-4802, Bldg 1413. Do **NOT** leave the country until your baby obtains a Soggiorno. If you should depart Italy prior to obtaining the Soggiorno, you will need to return to the U.S. to acquire the Italian Missione Visa.