

POST DELIVERY CHECKLIST

1. _____ Midwife provides “Statement of Assistance to Delivery” (Certificato all’ Assistenza al Parto) to the patient.
2. _____ Accomplish birth registration during Hospital stay **within 3 calendar days**.
3. _____ Two days after discharge: infant weight check at delivery Hospital not at 31 MDG Pediatric Clinic (bring hospital discharge letters).
4. _____ Call TRICARE BSR @ DSN 632-5133 to temporarily register and access on Base Pediatric Services.
5. Email Passport Office at 31fss.passports@us.af.mil to schedule an appointment to apply for passport and US Birth Abroad Certificate (**DO NOT DELAY**).
6. _____ Call the 31 MDG Appointment Desk @ DSN 632-5000 **within 7 days** to place a T-con with Pediatric Nurse. You will be called back within 72 HRS to receive the date of the first on base Pediatric visit and instructions for circumcision if needed. ***** Must bring Hospital discharge summaries (mother and baby), as well as the 2 days weight check note to this appointment. *****
7. _____ Command Sponsorship: at the first Pediatric visit, you will be issued the Command Sponsorship form.
8. _____ Call TRICARE EFMP Office @ DSN 632- 5674 to initiate Command Sponsorship, If this is the sponsor’s first dependent, form 1466 will be required.
9. _____ **10 days after the birth of your baby**, report to the Pordenone Town Hall to pick up the “Italian” Birth Summary (Estratto Dell’Atto di Nascità) at the Reception Desk/Main Entrance.
10. _____ Bring original **Italian** Birth Summary to Base Legal Office for a certified translation or upload the document for translation to www.militaryonesource.com
11. _____ To register baby in DEERS ******* Bring Command Sponsorship form (received at the initial Pediatric appointment) or Form 1466 (from EFMP) with original Italian Birth Summary (Estratto Dell’Atto di Nascità) and translated copy to MPS; MPS will give/email you Form 1172. For MPS questions call DSN 632-4715.
12. _____ Take Form 1172 in person to TRICARE to register the baby in TRICARE Prime.
*****Accomplish within 90 days of birth ***.**
13. _____ To obtain US Birth Certificate (Consular Report of Birth Abroad – CRBA) email the Passport Office at 31fss.passports.us.af.mil. Passport will be ready for pick-up within 5-6 weeks.
14. _____ Add baby to P.O. Box to receive Social Security card by mail.
15. _____ Upon receipt of your baby’s Passport, apply for Soggiorno at the Base Soggiorno Office.