

REPORT OF BIRTH ABROAD

- **BOTH PARENTS AND CHILD MUST BE PRESENT. If one parent cannot be present then:**
 - We must have a notarized Statement of Consent (DS Form 3053) OR a Special Power of Attorney listing each child by name, giving consent for both passport applications and applications for birth documents
 - A copy of the front and back of the ID Card for the absent parent
 - If a Non-US Citizen parent is signing for the US Citizen parent, the US Citizen parent must complete a Affidavit of Parentage and have it notarized by legal

- **Completed DS Form 11** online at www.travel.state.gov.
 - a. Do the **“Complete Online and Print Form”** version of the application.
 - b. The application process is a Wizard type Program, answer the questions appropriately but ensure that the mailing address is our address. It will print out with a barcode in the upper left hand corner of the page. Use **000-00-0000** for the SSN.
 - c. **Mailing Address must be: USAG Grafenwoehr MPD, Unit 28130 ATTN: Passports, APO AE 09114**
 - d. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - e. Create the form and then print the application and bring with you to the passport office, **do not sign!** We only need the application and not all of the instruction pages.

- **Information to know!** Be prepared to provide: dates living in the US, dates living abroad, information on all previous marriages, and a stateside address such as home of record or relative.

- **GEBURTENREGISTER**
- **Marriage certificate** for parents (if applicable)
- **Divorce decrees** (and/or death certificates) for **ALL** previous marriages for parents (if applicable)
- **Proof of Citizenship for parents:**
 - **US Citizen Parent Passport**
 - If the U.S. citizen parent **DOES NOT** have a passport then an original birth certificate, certificate of naturalization, or certificate of citizenship is required.
 - **Non-U.S. Citizen Parent Passport**
 - If the U.S. citizen parent **DOES NOT** have a passport then an original birth certificate, certificate of naturalization, or certificate of citizenship is required (must be translated into English).
- **DS Form 5507 “Affidavit of Parentage, Physical Presence and Support”-** If parents were not married at the time of conception or birth. We also require the **German Vaterschaftsanerkennung** and a **German statement regarding custody** (Sorgerechterklaerung specifying sole or joint custody) if the parents are not married.
- **Military ID cards for both parents**

- **Money order –**
 - **\$100** for Consular Report of Birth Abroad and No-Fee Passport. (*No-Fee passport can only be issued to Military Command Sponsored dependents.*)
 - **\$205** for Consular Report of Birth Abroad, and Tourist passport.
 - *Note: The Red Official Passport cannot be applied for with the Report of Birth*