

# Checklist for DS-11 Passport Application (Newborn Child Only)

The Transportation Division, Passport Acceptance Office processes Newborn child tourist passport applications (when both parents are US Citizens) as well as all official and no-fee passport applications on an appointment basis. You may call our office at 753-8557 to schedule an appointment. The required forms vary based upon the type of application and the applicant's status. You must refer to specifics listed on the attached pages, or the following website at: <http://humphreys.korea.army.mil/Passports>. You may submit your application directly to the US Embassy, or US Embassy personnel on the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1400 hours.

Newborn child tourist passport applications of parents when one parent is not a US Citizen may submit their Newborn child tourist passport application to the US Embassy, or US Embassy personnel in the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1400 hours.

1. \_\_\_\_ Form DS-11 (Application for a U.S. Passport): Instructions for properly completing the form, and a link to the form, are available on our website (<http://humphreys.korea.army.mil/Passports>). The form must be completed on-line, contain a bar code in the upper left corner of the first page. The form must be printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, and cannot be pre-signed. The newborn child and both parents must appear in person, and all signatures must be witnessed by an authorized acceptance agent at the time of submission.
2. \_\_\_\_ Form DS-2029 (Application for Consular Report of Birth Abroad of a Citizen of the United States of America): The form, and instructions for properly completing the form, is available on our website.
3. \_\_\_\_ Form SS-5-FS (Application for a Social Security Card): The form is available on our website. When one parent is not a US Citizen a notarized copy of the US Citizen Parent's US Passport, Military Identification or Permanent Residence Cards must accompany the DS-11 application for Newborn child. The US Citizen parent or Permanent Residence Card holder must sign the SS-5-FS (Application for a Social Security Card).
4. \_\_\_\_ Two (2) Passport Photographs:
  - Visa application: Check with Military Passport Agent for specifics.
  - The photographs must be in color.
  - The photographs must be two (2) inches x two (2) inches in size (with no borders).
  - The photographs must have been taken within the past six (6) months, showing current appearance.
  - The photographs must display full face, front view, with plain white or off-white background.
  - The distance from the bottom of the chin to the top of the head must be between one 1 inch and 1-3/8 inch.
  - The photographs cannot show any features of anyone holding the child.
  - A white sheet/blanket must cover the baby's body from the lower neck down.
  - The photographs must display the baby with clearly open eyes.
  - Vending machine photographs are generally not acceptable, and photographs should be printed on a laser quality printer.

Diplomatic/official/no-fee passport photographs may be obtained at no charge through the Visual Information Center at: [https://www.vios-akowest.army.mil/\(S\(cflg2145rn4rlo45ybv54455\)\)/Login/AKOLogin.aspx](https://www.vios-akowest.army.mil/(S(cflg2145rn4rlo45ybv54455))/Login/AKOLogin.aspx)

You must visit the CP Humphreys Passport office to be provided a Memorandum authorizing the Visual Information Center to issue you an Official/No Fee or Diplomatic passport photograph.

**DO NOT attach photograph to passport application.**

5. \_\_\_\_ Evidence of Citizenship of both the father and mother (**original & 2 copies**):

**You must present the following for each parent:**

- Original Passports

**If you are a US citizen, but do not have a US Passport then one of the following original documents:**

- US Birth Certificate (certified with raised seal) (full document, not summarized or card version)

- Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)

- Certification of Birth (Form DS-1350) (Issued by US State Department)

- Naturalization Certificate (Issued by US Department of Homeland Security)

- Certificate of Citizenship (Issued by US Department of Homeland Security)

6. \_\_\_\_ Evidence of parents/guardians relationship to the applicant (**original & 2 copies**):

- US Military Hospital Report of Birth Abroad.

- Korean Birth Abroad (sealed envelope from Korean hospital).

- Adoption Decree (court certified with raised seal)

7. \_\_\_\_ All Parent's/Guardian's marriage and marriage termination documents (**original**):

- Current marriage certificate (certified with raised seal).

- Divorce decrees/annulments from all previous marriages for either parent (court certified with raised seal).

- Family Relation Certificate for Korean nationals (certified with seal).

- Officially recognized divorce decrees from any other foreign country for either parent.

8. \_\_\_\_ Evidence of US residence: If only one parent is a US citizen, the US citizen parent must submit proof of having physically resided in the United States for a minimum of five (5) years, with at least two (2) years after the age of fourteen (14). Acceptable proof of residence may include: school transcripts, letters of employment with W-2's or tax returns, passports with US and foreign entry stamps, LES or DD-214 (for military personnel), evidence of having been an unmarried dependent of a US DoD employee stationed abroad, etc.

9. \_\_\_\_ Valid picture ID when the parent does not possess a US Passport or when the passport has expired.

10. \_\_\_\_ Money order made payable to the "US Embassy" in the EXACT AMOUNT:

- **\$205** if applying for both Consular Reporter of Birth Abroad (\$100) and tourist passport (\$105).

- **\$100** if only applying for Consular Report of Birth Abroad (**not recommended**).

**DO NOT include any additional fees for expedited services.**

**The following documents are required only for diplomatic/official/no-fee passport applications:**

**NOTES:**

**You cannot apply for a diplomatic/official/no-fee passport for your newborn child at the same time you are applying for a Consular Report of Birth Abroad (CRBA). If you elect not to apply for a tourist passport for your newborn child, you must first apply for a CRBA, and upon receipt of the CRBA, then apply for the diplomatic/official/no-fee passport.**

**You cannot apply for an official passport for your newborn child unless your DoD/DoDDS civilian sponsor already has, or is applying at the same time for, an official passport.**

11. \_\_\_\_ Documentary proof of entitlement to diplomatic/official/no-fee passport:

- Family member of military servicemember: Command-sponsorship orders listing applicant (to include amendments and extensions).

- DoD family member (**all of the following**):

- DD Form 1614 (Permanent Duty Travel Order) to Korea.

- Letter of Employment (signed by CPAC) listing applicant.

- DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC).

- DoDDS family member (**all of the following**):

- DD Form 1614 (Permanent Duty Travel Order) to Korea.

- Letter of Employment (signed by DODDS Korea District) listing applicant.
- DD Form 1616 (Transportation Agreement signed by DODDS Korea District).

12. \_\_\_\_ DD Form 1056 (Authorization to Apply for a “No-Fee” Passport and/or Request for Visa): The form, and instructions for properly completing the form, is available on our website.

13. \_\_\_\_ Request to Expedite Passport Application. The format for this memorandum is available on our website.