

TRANSPORTATION DIVISION PASSPORT OFFICE

NEWBORN PASSPORT APPLICATION REQUIRED ITEMS

1. By appointment only, schedule an appointment with the Transportation Division Passport Office at DSN 753-8557. When not able to attend your scheduled appointment call the Passport Office for cancellation. Missed appointments require a Memorandum for Missed Appointments before a second appointment will be scheduled.
2. DS Form 11 Application for US Passport (Do not sign until directed to do so during your scheduled appointment).
3. DS Form 2029 Application for Consular Report of Birth Abroad (Form must be notarized by the SJA Client Legal Services Notary). If a continuation sheet is used the sheet must
4. Form SS-5-FS Application for a social Security Card (The US Citizen parent must sign this form).
5. Hospital report of birth with translation if applicable (Must be the original, a notarized copy or photocopy of a hospital report of birth and translation is not acceptable).
6. Father and Mothers US Passports. When one parent does not have a US Passport, a certified copy of that parent's birth certificate must be submitted to include a notarized copy of the parent's Military identification from the SJA Client Legal Services Notary. A notarized copy or photocopy of a birth certificate is not acceptable.
7. Father and Mothers certified copy of marriage license. A notarized copy or photocopy of a marriage license is not acceptable.
8. Father and Mother must provide any and all certified copies of divorce decrees.
9. Money Order for \$205 made payable to US Embassy.
10. New passport photographs (BLDG T-375 USO Building CP Humphreys), passport photos must be no older than six months.