



REGISTERING AN OVERSEAS BIRTH HANDOUT



Please note this Information Paper only provides basic information and is not intended to serve as a substitute for personal consultations with a Legal Assistance Attorney.

US personnel who have a child born overseas while on duty must submit the documents listed below to register their baby's birth and to obtain a Consular Report of Birth Abroad, a US passport with a SOFA card or stamp, and a Social Security Card. Parents should gather the documents before the baby is born because it may take several months to obtain properly certified documents. Requirements differ depending on the status of the parents and child. The requirements of each case are outlined below. US Consulate officials cannot register children 18 years old and older. Parents must register their children. Please also see our Citizenship Handout.

GENERAL PROCEDURES

The birth of a child abroad to U.S. citizen parent(s) should be reported as soon as possible to the nearest American consular office for the purpose of establishing an official record of the child's claim to U.S. citizenship at birth. The official record is a document called a **Consular Report of Birth Abroad of a Citizen of the United States of America**, or FS-240, and is considered a basic United States citizenship document. An original FS-240 is furnished to the parent(s) at the time the registration is approved.

As soon as possible after the birth of the child, the US citizen parent should call the Passport Office on Panzer Kaserne (DSN 431-2009/2301 or CIV 0703-115-2009/2301) and make an appointment to obtain the child's Consular Report of Birth Abroad and U.S. Passport(s). These appointments are only offered on Thursdays.

Both parents and the child must be present at the appointment. An exception will be made if one of the parents is deployed for at least 30 days. A Statement of Consent or Special Circumstances (Form DS-3053) is then required. The consent form from the non-applying parent must not be more than 3 months old and a photocopy of the front and back of that parent's identification must accompany the consent form.

Ask for a checklist of information and documentation you need to bring to your appointment to be emailed to you. Active duty service members should contact their S-1/personnel office to obtain command sponsorship for your newborn prior to your appointment. Civilians should contact their servicing personnel office and contractors should contact the appropriate person at their company.

All documents requiring an original or certified copy (e.g., marriage licenses, birth certificates, divorce decrees, court orders, etc.) must be certified by the custodian of the records and must contain an original seal of the official records custodian. Certified copies obtained from this Legal Assistance office are **not** acceptable.

REQUIRED DOCUMENTS:

1. Newborn's international birth certificate:

- a. Original AE Form 40-400B, signed by Registrar and Physician, for birth in a military hospital; or
 - b. Original Geburtenregister or Geburtsurkunde for birth in a German hospital.
2. Both parents' military ID cards.
 3. Application for a Consular Report of Birth (Form DS-2029). This form should be completed but not signed until the official instructs you to sign it. The parents must each provide their social security number, if they have one, as well as the city, state and corresponding dates the mother and father were residing in the United States prior to the birth of the child. You may be asked to furnish proof of residency, *e.g.* tax, school, or employment records, at a later date.
 4. Passport Application (Form DS-11), available at www.travel.state.gov. This form should be completed but not signed until you are instructed by the official. You must use the following mailing address on the application: USAG Stuttgart DHR, Unit 30401, (Street address 2) ATTN: Passports (City) APO (State) AE (Zip code) 09107 (Country) USA (In care of) Stuttgart Army.
 5. One 2x2 passport-sized photograph of the child, which military and civilian personnel can obtain from the 2nd floor of Bldg. 2948 on Panzer Kaserne; contractors must obtain passport photos from another source.
 6. Evidence of US citizenship of either or both parents in the form of original, valid US passport(s) or parent's original birth certificate(s). AR 600-290, chapter 3, paragraph 2(b) lists secondary evidence of citizenship which may be submitted if the parent cannot obtain a passport or birth certificate. If one parent is not a US citizen, that parent must present his/her original, valid passport. The agent will make a copy of both parents' passports and maintain them for the duration of time the Consular Report of Birth Abroad and passport are being processed. Processing times vary, but usually last 8-12 weeks.

If any of the following apply to the parents, the documents listed must also be included:

- Parents' original marriage license.
- Parents' original divorce decree(s) or annulment(s) for all previous marriages.
- If the parents were not married at the time of the birth of the applicant, and if the mother is claiming the child is entitled to U.S. citizenship through the father and he will not be present at the interview, a completed and notarized Affidavit of Parentage, Physical Presence and Support (Form DS-5507) is required. If the mother is claiming the child is entitled to U.S. citizenship through the father and he will be present at the interview, section B of DS-2029 must be completed in front of the interviewing official. If the father is deceased, an original Death Certificate must be submitted.
- If the child's name is different than what appears on the birth certificate, an explanatory affidavit regarding the child's correct name.
- Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16 (Form DS-3053), with original notary stamp and all original signatures if you are the applying parent or guardian, and the written consent of the non-applying parent or guardian cannot be obtained. The non-applying parent must be deployed for more than 30 days.
- Special power of attorney from non-applying parent granting authority to applying parent to apply for passport or travel documents. The power of attorney must specifically name the child and include the child's date of birth.

- Copy of non-applying parent's photo identification.
- Deployment orders showing current deployment of more than 30 days.

Active Duty Sponsors wishing to apply for Report of Birth, No-Fee Official and Tourist Passport:

1. A second DS-11 Application. Again, this form should be completed but not signed until you are instructed by the official.
2. One additional 2x2 passport photo of the child
3. \$205.00 money order made payable to Department of State
4. DD-1056, copy of assigning orders to Germany and proof of command sponsorship for newborn

Active Duty Sponsors wishing to apply for Report of Birth and No-Fee Official Passport only:

- \$100.00 money order made payable to Department of State

Active Duty Sponsors wishing to apply for Report of Birth and Tourist Passport:

- \$205.00 money order made payable to Department of State

DODDS/AAFES/Civilians/Contractors wishing to apply for Report of Birth and Tourist Passport:

1. Copies of DD-1614 Initial Travel Orders and DD-1616/1617 Transportation Agreement
2. \$205.00 money order made payable to Department of State

DODDS/AAFES/Civilians/Contractors wishing to apply for Report of Birth only:

1. Copies of DD-1614 Initial Travel Orders and DD-1616/1617 Transportation Agreement
2. \$100.00 money order made payable to Department of State

EMERGENCY BIRTH REGISTRATION / PASSPORT APPLICATION

If a severe emergency arises (e.g. Red Cross message, medevac orders) during non-working hours, you still must go to the Passport Office the next working day with the appropriate documents. An agent will prepare the Report of Birth package and provide you with a control number which you must take to the US Consulate in Frankfurt.

For further information, contact the Legal Assistance Office, Stuttgart Law Center, DSN 421-4152, Civ 0711-729-4152

REVIEWED BY: **CPT Faisal Akhter, Chief, Legal Assistance**
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References: US Customs and Immigration Website - <http://www.uscis.gov/portal/site/uscis>
 US State Department Website - <http://www.travel.state.gov>