



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



<http://8tharmy.korea.army.mil/sja/legal-services/>

You may submit your application by appointment (http://seoul.usembassy.gov/acs_appt.html) at the US Embassy, or in person at the US Embassy's Consular Outreach Service in the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1530 hours (excluding lunch). Please confirm availability of outreach services before traveling (http://seoul.usembassy.gov/acs_off-site.html)

Specific information regarding the report of birth abroad, passport, and social security number application process can be found at http://seoul.usembassy.gov/acs_report_of_birth.html

1. ____ **Form DS-2029** (Application for Consular Report of Birth Abroad of a Citizen of the United States of America) available at http://seoul.usembassy.gov/acs_report_of_birth.html
 ◀Form also attached in on-line version of this handout (see left column attachment listing)
2. ____ **Form DS-11** (Application for a U.S. Passport) available at <https://pptform.state.gov/>
3. ____ If necessary, **Form DS-3053** (Statement of Consent) available at http://seoul.usembassy.gov/acs_childs_first_passport.html#first
 ◀Form also attached in on-line version of this handout (see left column attachment listing)
4. ____ If necessary, **Form DS-5525** (Statement of Exigent/Special Family Circumstances) available at http://seoul.usembassy.gov/acs_childs_first_passport.html#first
 ◀Form also attached in on-line version of this handout (see left column attachment listing)
5. ____ **Form SS-5-FS** (Application for a Social Security Card-**OUTSIDE THE US**) available at <https://www.ssa.gov/forms/>
 ◀Form also attached in on-line version of this handout (see left column attachment listing)
6. ____ **Passport Photograph:** <https://travel.state.gov/content/passports/en/passports/photos/photos.html>. Tourist passport photograph can be obtain at the AAFES Concessionaire, building 2209 on USAG-Yongsan Main Post. Diplomatic/official/no-fee passport photograph may be obtained at no charge through the Visual Information Center at: <http://www.vios.army.mil/>. **DO NOT attach photograph to passport application.**
7. ____ **Evidence of Child's Birth** (original & 2 copies)
8. ____ **Mother's Prenatal and Hospital Records** (copy)
9. ____ **Evidence of US Citizenship of Parent(s)** (original & 2 copies)
10. ____ **Parents' Current and Previous Passports** (originals)
11. ____ **Evidence of Couple's Relationship Prior to the Conception of the Child**
12. ____ **Marriage Certificate** (original)
13. ____ **Divorce Decrees/Death Certificates for All Previous Marriages** (originals)

14. ____ Evidence of the American Parents' Physical Presence in the US
15. ____ Two (2) certified photocopies of father's and mother's valid picture IDs
16. ____ 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**).
 - No fee required if applying for diplomatic/official/no-fee passport
- DO NOT include any additional fees for expedited services.**

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

The country/countries listed on Form DS-11 (Travel Plans), and DD Form 1056 (Block 11), must be the same, AND reflected in the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>) as required for entry.

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.

17. ____ Documentary proof of entitlement to diplomatic/official/no-fee passport:
- Family member of AD military member: 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.
 - Current 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).

18. ____ **DD Form 1056** (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) available at <http://www.dtic.mil/whs/directives/forms/index.htm>. **THE DD FORM 1056 MUST BE SIGNED IN BLUE INK.**
◀Form also attached in on-line version of this handout (see left column attachment listing)

19. ____ **Request to Expedite Passport Application** (if needed) available at https://passportmatters.hqda.pentagon.mil/Docs/Training_Handbook/chap12.htm
◀Sample format also attached in on-line version of this handout (see left column attachment listing)