

## NEWBORN CHECKLIST

If your child is born abroad, you will need to file for a Consular Report of Birth Abroad (CRBA). It is used as evidence of United States citizenship. It is recommended that you start this process as soon as the child is born. Permanent Change of Station (PCS) orders are NOT a valid authorization to enter and immigrate into the U.S. or any other country where you are moving to.

**STEP 1: Submit CRBA Application**

**STEP 2: Apply for your newborns Tourist Passport, this can be done at the same time as your CRBA**

**STEP 3: Apply for your newborns Official Passport**

**STEP 4: Enroll newborn in DEERS, begin command sponsorship process, and update military pay entitlements**

**STEP 5: Enroll newborn in TRICARE**

**STEP 6: Apply for your child's social security card (SSN)**

### Consulate Locations

Consulate in Melbourne services Victoria, Tasmania, South Australia, and the Northern Territory  
E-mail: MelbourneACS@state.gov

Consulate in Perth services Western Australia  
E-mail: PerthACS@state.gov

Consulate in Sydney services New South Wales, Queensland, and Norfolk Island  
E-mail: SydneyACS@state.gov

Canberra: The Sydney Consular section is responsible for addressing individuals posted in the ACT.  
E-mail: ConsularCanberra@state.gov

### STEP 1: CRBA Application

**U.S. Consulate Sydney ONLY:** Submit eCRBA application online, upload all required documents, and submit payment prior to the mandatory in-person interview. Begin online application here: <https://travel.state.gov/content/travel/en/about-us/mytravelgov.html>

**Canberra only:** When scheduling an appointment, you can either go to the U.S. Consulate in Sydney or schedule an appointment with the consular outreach at the Embassy. Sydney's Consular Outreach at the Embassy is typically once a month, please inquire with the 337 ASUF or refer to DoS Management Notices on when they will be held.

**If you fall under U.S. Consulates in Melbourne or Perth,** you will be required to complete a paper application. Begin application here: <https://au.usembassy.gov/u-s-citizen-services/citizenship-services/crba/>

Once you have gathered all documentation, the application will need to be signed in the presence of a U.S. Consular Officer.

- Schedule your appointment at: <https://au.usembassy.gov/u-s-citizen-services/acs-appointments/>

## **STEP 2: Tourist Passport**

Please print out only one-sided pages of the application, and submit all of the following in person at the Consulate serving your area. For more information go to this website, <https://au.usembassy.gov/u-s-citizen-services/passports/minors/>

Completed but not signed Form DS-11- <https://eforms.state.gov/Forms/ds11.pdf>

Child must be present

ORIGINAL CRBA or birth certificate

2 PHOTOS: (2" x 2"), in color, white background, nor eye glasses, no hat, face straight forward. Must be taken in last 6 months, Australian Post Offices are able to take US-sized passport photos

Current government issued photo ID of the parent submitting the application

BOTH parents are required to be at the interview, but if one cannot attend you must follow instructions listed here <https://au.usembassy.gov/u-s-citizen-services/child-family-matters/passport-consent/>

Applicable Fee (<https://au.usembassy.gov/u-s-citizen-services/acs-fees/>)

One-Self-addressed Express Post or Registered Post envelope for the return of your new and old passports. Please add signature on delivery feature from Australia Post (*minimum A4 sized (20mm thickness/500gms)*)

Passport applications MUST be signed by the applicant in the presence of a Consular Officer.

## **STEP 3: Official Passport**

Official Passports will require the documents listed below. Once everything below is completed, contact your servicing consulate office to complete the process. See above for consulate e-mail addresses.

DD1056 with a 2D Barcode – Form can be found on here:

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf>

Once DD1056 is filled out, members will need to e-mail their DD1056 and Military Orders to Fort Belvoir, VA Special Issuing Agency. The agency will issue the "2D Barcode" and send it to the servicing consulate. The consulate will NOT accept your application unless the barcode is added. Please send an e-mail to: [usarmy.belvoir.hqda-aaa-det.mbx.sia-eirl-agent-notification@mail.mil](mailto:usarmy.belvoir.hqda-aaa-det.mbx.sia-eirl-agent-notification@mail.mil)

Passport Application DS-11 - Follow step-by-step instructions here:

[https://travel.state.gov/content/dam/siaassets/documents/DoD\\_2DB\\_Passport\\_Wizard\\_Tutorial\\_Feb2019Final.pdf](https://travel.state.gov/content/dam/siaassets/documents/DoD_2DB_Passport_Wizard_Tutorial_Feb2019Final.pdf)

Passport Photo: Two (2" x 2") photos. See description above.

Citizenship Evidence – (e.g. CRBA, Birth Certificate, etc.)

Military Orders

## **STEP 4: DEERS, Command Sponsorship, Military Pay Entitlements**

Enroll newborn in DEERS. Please refer to "DEERS & ID Card" section on this website. Contact your service admin office to begin the command sponsorship process. Ensure all of your military pay entitlements are

updated (e.g. COLA, OHA). Contact your service admin or finance office to update your entitlements. Check your LES to make sure your entitlements were updated.

#### **STEP 5: TRICARE Enrollment**

Be sure to follow timelines for enrolling in DEERS and your preferred TRICARE program. Contact International SOS to enroll newborn in TRICARE Overseas Program. Telephone: +61 2 9273 2710. Reference “Medical & Dental Care” section on this website.

#### **STEP 6: SSN Application**

The Federal Benefits Unit (FBU) located in Manila, Philippines provides services for Social Security Administration (SSA) for customers in Asia Pacific. Follow instructions here

<https://www.ssa.gov/ssnumber/ss5doc.htm>

Fill out an SS-5 – Application for a Social Security Card, <https://www.ssa.gov/forms/ss-5.pdf>

All questions will be directed to the FBU at [FBU.Manila@ssa.gov](mailto:FBU.Manila@ssa.gov).

#### **Additional Instructions**

\* Supporting documents outlined on the SS-5 application will need to be sent to the US Social Security Administration at the US Embassy in Manila Philippines using international postage from Australia to the Philippines.

\*Social Security Administration – Federal Benefits Unit <https://ph.usembassy.gov/services/social-security/>  
1201 Roxas Boulevard, Ermita 0930 Manila, Philippines

\*Once Supporting documents and SS-5 application are received by the US Embassy in Manila, they will send for a SS Card to be ordered from the US. The Embassy will also send you a request, via email, for prepaid international postage for the return of your provided supporting documents. Using a service like DHL, will send the embassy in Manila, via Email, a prepaid international postage stamp for return of the supporting documents back to you in Australia. New Social Security Cards will be sent from the US using international shipping, no prepaid postage is required for receipt of the Social Security Card. Timeline for documents was 15-90 days from receipt of supporting documents and SS-5 paperwork. Recommend using physical Australian address for documents, not APO address

\*If you are distant from the US Embassy in Sydney, we highly recommend getting certified copies of the CRBA and Passports while there as only the Embassy can provide certified copies required for the Social Security card application.