



Checklist for DS-2029 Report of Birth Abroad (No Passport) (Newborn Child Only)



Newborn child report of birth abroad applications are currently not processed by Client Legal Services, and you may submit your 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. **It is NOT recommended that you apply for a report of birth abroad only, and encourage applying for a passport at the same time. Any delay in obtaining a passport could delay a newborn's departure from Korea should an emergent situation arise.**

1. ____ 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, are available on our website (<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>). The form cannot be pre-signed. The newborn child and both parents must appear in person, and signature must be witnessed by an authorized acceptance agent at the time of submission.
2. ____ Form SS-5-FS (Application for a Social Security Card): The form, and instructions for properly completing the form, is available on our website.
3. ____ Evidence of Citizenship of both the father and mother (**original & 1 copy**):
You must present the following for each parent:
 - Original Passports**If you are a US citizen, but 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)
4. ____ Evidence of parents/guardians relationship to the applicant (**original & 1 copy**):
 - US Military Hospital Report of Birth Abroad.
 - Korean Birth Abroad (sealed envelope from Korean hospital).
 - Adoption Decree (court certified with raised seal)
5. ____ 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.
6. ____ 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.
7. ____ Two (2) certified photocopies of father's and mother's valid picture IDs:
The photocopies of picture IDs must conform as follows:
 - Photocopied on regular 8-1/2" x 11" white paper (in color or black & white).
 - Photocopied with both front and back of ID on the same side of the sheet of paper.
 - Photocopy must display clearly recognizable face(s)
 - Images may be larger than original image, but cannot be smaller.
8. ____ Money order in the amount of **\$100** made payable to the "US Embassy" in the EXACT AMOUNT. **DO NOT include any additional fees for expedited services.**