



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



Client Legal Services processes newborn child passport applications on an appointment basis, and you may call our office at 738-4862 to schedule an appointment. You may also submit your application through 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 - 1200 hours and 1300 - 1600 hours.

1. \_\_\_\_ Form DS-11 (Application for a U.S. Passport): Instructions for properly completing the form, and a link to the form, are available on our website (<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>). The form should **(must for diplomatic/official/no-fee applications)** be completed on-line, contain a bar code in the upper left corner of the first page. The form must be printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, and cannot be pre-signed. The newborn child and both parents must appear in person, and all signatures must be witnessed by an authorized acceptance agent at the time of submission.

2. \_\_\_\_ 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, is available on our website.

3. \_\_\_\_ Mother's prenatal and hospital records (e.g., ultrasounds, prescriptions, evidence of pre-natal doctor visits, hospital discharge documents, vaccination card, etc.).

4. \_\_\_\_ Form SS-5-FS (Application for a Social Security Card): The form, and instructions for properly completing the form, is available on our website.

5. \_\_\_\_ Two (2) Passport Photographs:

- Visa application: Check with Military Passport Agent at Client Legal Services for specifics.
- The photographs must be in color.
- The photographs must be two (2) inches x two (2) inches in size (with no borders).
- The photographs must have been taken within the past six (6) months, showing current appearance.
- The photographs must display full face, front view, with plain white or off-white background.
- The distance from the bottom of the chin to the top of the head must be between one 1 inch and 1-3/8 inch.
- The photographs cannot show any features of anyone holding the child.
- A white sheet/blanket must cover the baby's body from the lower neck down.
- The photographs must display the baby with clearly open eyes.
- Vending machine photographs are generally not acceptable, and photographs should be printed on a laser quality printer.

Diplomatic/official/no-fee passport photographs may be obtained at no charge through the Visual Information Center at: [https://www.vios-akowest.army.mil/\(S\(cflg2145rn4rlo45ybv54455\)\)/Login/AKOLogin.aspx](https://www.vios-akowest.army.mil/(S(cflg2145rn4rlo45ybv54455))/Login/AKOLogin.aspx)

**DO NOT attach photograph to passport application.**

6. \_\_\_\_ Evidence of Citizenship of US Citizen parents (**original & 2 copies**):

**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)

7. \_\_\_\_ Evidence of parents/guardians relationship to the applicant (**original & 2 copies**):

- US Military Hospital Report of Birth Abroad.
- Korean Birth Abroad (sealed envelope from Korean hospital).
- Adoption Decree (court certified with raised seal)

8. \_\_\_\_ 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.
9. \_\_\_\_ 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.
10. \_\_\_\_ 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.
11. \_\_\_\_ 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**).
- DO NOT include any additional fees for expedited services.**

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

**NOTES:**

**You cannot apply for a diplomatic/official/no-fee passport for your newborn child at the same time you are applying for a Consular Report of Birth Abroad (CRBA). 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.**

12. \_\_\_\_ Documentary proof of entitlement to diplomatic/official/no-fee passport:
- Family member of military servicemember: 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.
    - 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).
13. \_\_\_\_ DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa): The form, and instructions for properly completing the form, is available on our website. **THE DD FORM 1056 MUST BE SIGNED IN BLUE INK.**
14. \_\_\_\_ Request to Expedite Passport Application. The format for this memorandum is available on our website.