

CHILD CITIZENSHIP ACT 2000 CHECKLIST

***All Original documents must be presented/submitted with the passport application. Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. (Extracts, Abstracts, JAG or Notary seals are not accepted).**

	ITEMS/DOCUMENTS/FORMS NEEDED	NOTES/REMARKS
	<p>Child and both parents must be present on day of appointment. When only 1 parent is listed on the birth certificate, then only parent listed on the birth certificate is required to be present.</p> <p>Affidavit of Parentage and Physical Presence and the Vaterschaftsanerkennung is required when parents ARE NOT married or the child was conceived prior to the marriage</p>	<p>Special Power of Attorney or DS Form 3053 (Statement of Minor Consent) is required ONLY when one parent is not available.</p>
	MUST BRING: Original Foreign Birth Certificate of the child from country of birth	Must be translated if the Foreign Birth Certificate is not in English or German
	IF APPLICABLE must bring original and finalized adoption decree	Must be translated if the Adoption decree is not in English or German
	MUST BRING Child's Foreign passport.	Must have I-551 stamp showing legal admittance to the U.S. as a Resident Alien.
	MUST BRING Child's Resident Alien Card if issued/applicable	
	MUST BRING the Original Naturalization certificate of the U.S. parent(s) that was Naturalized and/or Original U.S. Birth certificate of parent(s); and if applicable the U.S. passport of parents(s).	Original Naturalization Certificate and/or U.S. Birth Certificate of parent(s) is a MUST.
	MUST BRING Parents original marriage certificate of the child for CCA 2000. Must be translated if a Foreign Marriage Certificate is not in English or German.	If you need to order an original U.S. marriage certificate go to www.vitalchek.com or www.vitalrec.com
	Photo ID of parent(s): ID Cards/Passports	
	Copy of PCS orders assigning the sponsor to Germany; and any other support documents if applicable.	Ensure orders are a clear copy; Supporting documents: Adoption papers, Command Sponsorship Orders; Legal Name Change(s)
	<p>Fill out forms DS-11 ONLINE; print last two pages. Go to https://pptform.state.gov for DS-11 form.</p> <p>Mailing Address for the Passport Application: USAG SW – PASSPORT UNIT 25850, BOX 38 APO AE 09033</p>	(Must be generated online , hand written application will not be accepted).
	Supplement Data Application in the name of the applicant	The form will be supplied by the Passport Agent and completed/filled out with the Passport Agent
	PHOTO: 1 (2X2inch), taken within 6 months with white/light background; no hat nor anything in baby's mouth. If you choose to use a Photo shop on the economy be sure to ask for AMERICAN size passport photo; (2in X 2in or 5cm X 5cm).	Photo can be taken at CONN Photo Lab (BLDG 73); as a WALK-IN. Any question regarding photos should be directed to the CONN Photo Lab @ DSN: 353-8026.
	(FEE) Tourist Passport cost is \$105.00 (15 yrs & under) or \$135 (16 yrs & older) . Applies to ALL DAC/DoD/DoDDS Civilians, AF/NAF/Contractors and if Child is NOT Command Sponsored (U.S. Money Order only; NO cash, checks, or credit card)	Tourist Passport can be used to travel to USA and all other countries. Military Personnel may use this option as well if so desired.
	(NO-FEE) Military/Gov't Passport cost is \$0.00 (Applies to Military Personnel ONLY).	Must have COMMAND SPONSORSHIP Order/Memo for child to obtain a NO-FEE Passport. Passport can be used only for travel to USA and back to Germany ONLY