

52 FSS/FSPMS NEWBORN QUICK REFERENCE GUIDE

CONGRATULATIONS!

We understand the lengthy process for completing requirements for a newborn. We hope this quick reference guide assists with making it a smooth process.

ENROLLING CHILD INTO DEERS

*Sponsor needs to bring **Original International Birth Certificate** to the MPF.
NOTE: Power of Attorney (POA) is acceptable if sponsor is unavailable to attend.
-Receive printed **DD Form 1172**
-Pick up Command Sponsorship package at MPF front desk waiting area

VMPF/PRDA

*** PRINT THE FOLLOWING DOCUMENTS:**
-**PCS Orders** to Spangdahlem (Amendments if applicable)
-**965 OS Tour Election Statement** (copies also at the MPF front desk waiting area)
-Update virtual Record Emergency Data (**vRED**) with newborn

MEDICAL NEWBORN

PATIENT LIAISON WILL CALL PEDIATRICS TO SCHEDULE NEWBORN APPOINTMENT W/PRIMARY CARE MANAGER (PCM) NOTE: NORMALLY THIS APPOINTMENT IS SCHEDULED WITHIN A WEEK.
PCM will provide you the **Dependent Screening for Command Sponsorship Memo (Newborn only)**.
IMPORTANT: DO NOT lose this letter as it is needed to complete your command sponsorship package.

COMMAND SPONSORSHIP

DROP COMMAND SPONSORSHIP PACKAGE TO THE MPF: See page 3 of Command Sponsorship Package for list of required documents.
Please allow 2 weeks for processing.

PASSPORTS

Once you receive the **German Birth Certificate, "GEBURTENREGISTER"**, you can register for an account at MyTravelGov, create an eCRBA application and follow steps on the CRBA handout. In 2-3 weeks, the Frankfurt Consulate will send us your approved application. Once we have your application, we will reach out to you with an appointment date/time to come in and finalize the CRBA and Tourist Passport application. **NOTE:** POA is not acceptable for Passports. Reminder at the time of appointment you must have **German Birth Certificate "GEBURTENREGISTER"**. **Note: Command Sponsorship does not have to be finalized to start this process.**

SSN

Once you receive the CRBA and Tourist Passport, you may apply for SSN. The sponsor **MUST** bring SSN card to Customer Support for DEERS update.

CUSTOMER SUPPORT: MON-FRI 0800-1500.
DSN: 452-6117/6553

PASSPORT: MON-FRI 0800-1145 / 1300-1500. BY APPOINTMENT ONLY!
FOR QUESTIONS, PLEASE EMAIL: 52MSS.DPMPSP@US.AF.MIL