

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 608-3*

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

21 April 2016

Personal Affairs

Birth Registration

*This regulation supersedes AE Regulation 608-3, 17 October 2011.

For the Director:

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Document Management

Summary. This regulation prescribes Army in Europe policy and procedures for registering children born in Europe.

Summary of Change. This revision incorporates administrative changes throughout the regulation.

Applicability. This regulation applies to persons who give birth to children in the European theater while assigned to a USAREUR major subordinate or specialized command, a United States Army garrison, or a unit serviced by a U.S. Army medical treatment facility. These persons include—

- U.S. Forces Regular Army Soldiers and their Family members.
- Full-time ([glossary](#)) DOD civilian employees of appropriated and nonappropriated fund activities and their Family members.
- Full-time U.S.-citizen employees of organizations and institutions accredited or contracted by the U.S. Government and their Family members. Examples of these organizations and institutions include the American National Red Cross, Embry-Riddle Aeronautical University, the University of Maryland, the University of Phoenix, and military banking facilities and credit unions.
- Bona-fide members of household ([glossary](#)) in Germany only ([AE Reg 600-700](#)) of the sponsor ([glossary](#)) categories listed above.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the Military Personnel Branch, Garrison Support Element (GSE), IMCOM-Europe.

Suggested Improvements. The proponent of this regulation is the Military Personnel Branch, GSE, IMCOM-Europe (mil 544-1540). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-GB), Unit 23103, APO AE 09136-3103.

Distribution. This pamphlet is available only electronically and is posted in AEPUBS at <https://aepubs.army.mil/>.

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Glossary

1. PURPOSE

This regulation prescribes Army in Europe policy and procedures for registering children born in Europe.

2. REFERENCES

[Appendix A](#) lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. RESPONSIBILITIES

- a. The Military Personnel Branch, Garrison Support Element, IMCOM-Europe, will—

- (1) Develop policy and procedures for registering the births of children born in the Army in Europe.

(2) Exercise staff supervision over Army in Europe birth-registration functions.

b. The Commander, United States Army Regional Health Command Europe, will—

(1) Develop policy and procedures for reporting births of children born in U.S. Army medical treatment facilities (MTFs) in Europe.

(2) Establish controls to ensure subordinate MTFs comply with established procedures for reporting births.

c. Commanders of United States Army garrisons (USAGs) will do the following:

(1) Maintain a birth-registration service at their garrisons to—

(a) Provide guidance on registering births of children born to persons listed in the applicability paragraph.

(b) Process Department of State (DOS) Form DS-2029. [Appendix B](#) provides general guidance for completing this form. The servicing U.S. embassy or consulate will provide DOS forms and affidavits to garrisons.

(2) Appoint in writing a primary and an alternate birth-registration agent to be responsible for birth-registration duties. Garrison commanders will ensure—

(a) Persons designated as agents are trained before appointment and are appointed only at the garrison where they are assigned.

(b) The names and telephone numbers of persons appointed as agents (including couriers) are reported in writing to the servicing U.S. embassy or consulate. [Appendix C](#) provides the format for reporting this information. When a birth-registration agent is reassigned or his or her employment ends, the garrison will immediately send a request for cancellation and a new designation of appointment to the servicing U.S. embassy or consulate.

(3) Develop and provide information on birth-registration requirements and procedures to their supported population as required.

(4) Maintain close contact with local MTFs and the servicing U.S. embassy or consulate. Birth-registration agents should also maintain contact with local foreign military and civilian hospitals.

5. CITIZENSHIP

a. General. Under U.S. law, most children born in the United States and children born abroad to a U.S.-citizen parent or parents generally are U.S. citizens. This citizenship rule does not apply in most foreign countries.

(1) Most foreign countries grant automatic citizenship only to children born to citizens of their country. Some countries further restrict citizenship to children born in that country to citizens of that country. Other countries grant citizenship to children born in that country only if the father is a citizen of that country. Each country has its own laws. The laws of one country generally do not affect the laws of another country.

(2) Children born abroad to a naturalized parent or parents who are citizens of two different countries could be citizens of more than one country or citizens of no country based on the laws of the particular country in which they are born. For example, children born after 1 January 1975 to a U.S. citizen and a German citizen often receive both U.S. and German citizenship, regardless of their place of birth.

b. U.S. Citizenship Rules for Children Born Abroad. In order to have a child's U.S. citizenship recognized, U.S. citizens who have a child born abroad should apply for a Consular Report of Birth Abroad for the child with the servicing U.S. embassy or consulate. This documents the child's U.S. citizenship and enables the child to apply for a U.S. passport. A child must have a passport to travel and to enter the United States. The following rules apply in determining a child's claim to U.S. citizenship:

(1) Child Born Abroad to Two U.S. Citizens. A child born abroad to two U.S. citizens usually receives U.S. citizenship at birth if one of the parents lived in the United States or in a U.S. possession at some time before the child's birth. A physical-presence requirement ((2) below) may, however, apply even when both parents are U.S. citizens, depending on the circumstances. Local passport-acceptance agents and officials from the servicing U.S. embassy or consulate should be consulted for information about this requirement.

(2) Child Born Abroad to Married U.S. Citizen and Non-U.S. Citizen Parents. A child born abroad to a U.S. citizen and a non-U.S. citizen receives U.S. citizenship at birth if the U.S.-citizen parent lived in the United States or in a U.S. possession for a total of 5 years before the child's birth. The U.S.-citizen parent must have spent at least 2 of those years in the United States or in a U.S. possession after turning 14 years old. Local passport-acceptance agents and officials from the servicing U.S. embassy or consulate may be consulted for more information.

(a) In establishing his or her physical-presence record, the U.S.-citizen parent may include periods spent abroad serving honorably in the U.S. Armed Forces, employed by the U.S. Government or certain international organizations (sec I of the International Organizations Immunities Act), or as an unmarried Family member of such a person before the child's birth.

(b) Time spent abroad as a Family-member spouse or as a civilian looking for employment, going to school, or taking trips may not be used in establishing the physical-presence record.

(3) Child Born Abroad Out of Wedlock to a U.S.-Citizen Father and a Non-U.S. Citizen Mother. A child born abroad out of wedlock to a U.S.-citizen father and a non-U.S. citizen mother receives U.S. citizenship at birth if the father—

(a) Meets the physical-presence requirement in (2) above.

(b) Submits the documentation described in [1](#) or [2](#) below. An affidavit of residence signed by an adjutant general, assistant adjutant general, or personnel officer may also be needed as outlined in [appendix D, paragraph D-1h](#). When affidavits are required, the father should use the affidavits developed by the servicing U.S. embassy or consulate. Affidavits are available from garrison military personnel divisions (MPDs). A sample affidavit is available at <http://www.state.gov/documents/organization/126018.pdf>.

1. A sworn and notarized affidavit of residence and paternity signed by the father. The affidavit must include a statement signed by the father indicating his intent to provide financial support for the child until the child reaches his or her 18th birthday.

2. A legal document issued under the laws of the child's or father's residence or domicile conferring legitimacy of the child after the marriage of the natural parents (legitimizing decree (a *Legitimationsbeschluss* in Germany)) or establishing paternity on the settlement of a legal dispute (court order). If the natural parents do not marry, an affidavit signed by the father indicating his intent to provide financial support for the child until the child reaches his or her 18th birthday is also required. For information about legitimating procedures, parents should consult a U.S. Army legal assistance officer or a birth-registration agent at the servicing garrison MPD. If advice from a U.S. consular officer is needed, the MPD will call the servicing U.S. embassy or consulate to make an appointment for the parents.

(4) Child Born Abroad to an Unmarried U.S. Citizen Mother. A child born abroad to an unmarried U.S.-citizen mother receives U.S. citizenship at birth if the mother was physically present in the United States or in a U.S. possession for a continuous period of 1 year at some time before the child's birth. The 1-year period must be uninterrupted. To determine her physical presence, the mother may use a continuous period spent abroad serving honorably in the U.S. Armed Forces, employed by the U.S. Government or certain international organizations (sec I of the International Organizations Immunities Act), or as an unmarried Family member of such a person before the child's birth. A period spent abroad as a Family-member spouse or as a civilian looking for employment, going to school, or taking trips may not be used in determining this physical presence.

(5) Child Born Abroad to Two Non-U.S. Citizens. A child born abroad to two non-U.S. citizens is not entitled to U.S. citizenship, even if the child was born in an MTF and one or both parents are serving on active duty in the U.S. Armed Forces.

6. PROCEDURES AND REQUIRED ITEMS

a. General.

(1) Foreign Countries. The parent or parents must register the child's birth with the appropriate U.S. or foreign authorities (in some instances, with both). The application with the servicing U.S. embassy or consulate generally documents the child's U.S. citizenship and allows the child to get a U.S. passport.

(2) Germany. The Supplementary Agreement to the NATO Status of Forces Agreement (SOFA), Article 15, exempts members of the U.S. Armed Forces, the civilian component, and their dependents (as defined in the NATO SOFA, Art I) from the obligation under German law to report the birth of a child born to them in Germany to the German registrar unless one or both parents are German citizens. When one or both parents are German citizens, German law requires birth registration at the local registrar's office (*Standesamt*).

(a) When a child is born in a foreign military or civilian hospital in Germany, U.S. consular officers require a certified copy of the certificate of descent (*Auszug aus dem Geburtenregister*) to support the child's birth registration. The parent or parents can obtain the certificate of descent after registering the child at the local registrar's office.

(b) The parent or parents should also register the birth of a child with the local registrar's office, even when they are exempt from doing so. This registration becomes a permanent record of the child's birth. The parent or parents may obtain documentary proof of the child's birth later in the form of an official local birth certificate (*Geburtsurkunde*) or a certificate of descent from the local registrar's office in the area where the birth was recorded. Children born in Germany and registered at the local registrar's office get German citizenship only when one or both parents are German citizens.

(3) Belgium, Italy, and the Netherlands. Persons residing in Belgium, Italy, or the Netherlands should request support and guidance on specific procedures for birth registration in those countries from their garrisons at the following addresses:

(a) Belgium and the Netherlands (except Schinnen ((b) below)): USAG Benelux (IMCH-HRM), Unit 21419, APO AE 09708-1419.

(b) Schinnen (Netherlands): USAG Benelux–Site Schinnen, Unit 21602, APO AE 09703-1602.

(c) Italy: USAG Italy (IMIT-HRD-M), Unit 31401, APO AE 09630-1401.

b. Procedures.

(1) Births in U.S. Army MTFs. When a child is born in a U.S. Army MTF to persons listed in the applicability paragraph, the MTF will give the U.S. Consulate General (Passports and Citizenship Section, American Citizen Services) one original copy ([glossary](#)) of AE Form 40-400B within 5 calendar days after the birth. MTF personnel will also give a letter to U.S.-citizen parents of children born in MTFs with instructions on how to register the child's birth with the appropriate authorities. [Appendix E](#) provides the format for this letter. [Appendix D](#) provides a list of items required to process the child's birth registration and passport application.

(a) The parent or parents of a child born in a U.S. Army MTF will report to the servicing garrison MPD within 30 calendar days after the child is born.

(b) If the child is born to a U.S.-citizen parent or parents, the MPD will help the parent or parents complete DOS Form DS-2029. The parent or parents will also complete DOS Form DS-11 ([AE Reg 600-290](#)). The MPD will assemble the forms and other required items and send them to the servicing U.S. embassy or consulate. The embassy or consulate will process the information and send DOS Form FS-240 and the passport to the MPD. The MPD will inform the parent or parents when the documents are available.

(c) If neither parent is a U.S. citizen, the MPD will advise the parent or parents in writing to seek advice on birth-registration procedures from the embassy or consulate of their home country. If home-country officials refuse to register the child as a citizen, the parent or parents should immediately contact the nearest U.S. Citizen and Immigration Services field office to obtain documentation for the child. Offices may be found online at https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=OS.

(2) Births in CNE-CNA-C6F or USAFE/AFAFRICA MTFs. When a child is born in a CNE-CNA-C6F or USAFE/AFAFRICA MTF to persons listed in the applicability paragraph, the parent or parents will follow the procedures prescribed by the MTF commander for registering births.

NOTE: The *Geburtsurkunde* may not be substituted for the certificate of descent (*Auszug aus dem Geburtenregister*).

(a) If the child is born to a U.S.-citizen parent or parents, the MPD will help the parent or parents complete DOS Form DS-2029. The parent or parents will also complete DOS Form DS-11 ([AE Reg 600-290](#)). The MPD will assemble the forms and other required items and send them to the servicing U.S. embassy or consulate. The embassy or consulate will complete the processing and send DOS Form FS-240 and the passport to the MPD. The MPD will tell the parent or parents when the documents are available.

(b) If neither parent is a U.S. citizen, the MPD will advise the parent or parents in writing to seek advice on birth-registration procedures from the embassy or consulate officials of their home country. If home-country officials refuse to register the child as a citizen, the parent or parents should immediately contact the nearest U.S. Citizen and Immigration Services field office to obtain documentation for the child. Offices may be found online at https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=OS.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

[AE Regulation 10-5](#), Headquarters, United States Army Europe

[AE Regulation 40-400](#), Reporting Births, Deaths, and Diseases

[AE Regulation 600-290/CNE-CNA-C6F Instruction 4650.2/USAFE-AFAFRICA Instruction 36-3101](#), Passports and Visas

[AE Regulation 600-700](#), Identification Cards and Individual Logistic Support

[AE Regulation 608-3](#), Birth Registration

SECTION II FORMS

DD Form 1056, Authorization to Apply for a “No-Fee” Passport and/or Request for Visa

DA Form 2028, Recommended Changes to Publications and Blank Forms

Department of State (DOS) Form DS-11, Application for a U.S. Passport

DOS Form FS-240, Consular Report of Birth Abroad of a Citizen of the United States of America

DOS Form DS-2029, Application for Consular Report of Birth Abroad of a Citizen of the United States of America

[AE Form 40-400B](#), Report of Child Born Abroad of American Parent(s)

APPENDIX B

GENERAL GUIDANCE FOR COMPLETING DOS FORM DS-2029

B-1. GENERAL

Garrison military personnel divisions (MPDs) should keep blank copies of Department of State (DOS) Form DS-2029 in a secure place and limit its issue to one form for each child registered with U.S. consular officials.

B-2. DOS FORM DS-2029

DOS Form DS-2029 is—

a. Used for children under 18 years old.

b. Generally initiated by the child's parent or parents. A legal guardian may also initiate the form. A stepparent may initiate the form if the stepparent presents a notarized statement of authorization from one of the child's natural parents. Birth-registration agents at the MPD will help applicants complete DOS Form DS-2029.

(1) The form must be neatly printed or typed in blue or black ink (preferably black). U.S. consular officials prefer typed forms.

(2) Foreign-language accent marks may not be used on forms.

(3) Neat, legible corrections using correction tape or fluid are permissible, except in item 16. If an error is made in item 16, a new form must be prepared.

(4) Information entered on DOS Form DS-2029 must agree with the information on the supporting documents. If a discrepancy exists, an explanatory affidavit or documentary evidence of correct information (adoption decree) must be submitted.

(5) The applicant or person providing the information for a child under 16 years old will take an oath before signing the form. [Paragraph B-3](#) provides information about giving the oath.

(6) Photocopies of DOS Form DS-2029 are not acceptable.

B-3. OATHS

The following rules apply when giving oaths:

a. Only birth-registration agents who have their names on file at the servicing U.S. embassy or consulate will give oaths and sign DOS Form DS-2029. One oath-giving agent may not sign for another oath-giving agent. The use of rubber stamps is prohibited.

b. The birth-registration agent giving the oath and the applicant or person providing the information for a child under 16 years old will sign DOS Form DS-2029 in each other's presence. The applicant's presence is also required, regardless of the applicant's age.

(1) The birth-registration agent should raise his or her right hand. The applicant or the person providing the information is not required to raise his or her hand. The signature of the applicant or person providing the information on the form is sufficient.

(2) The birth-registration agent will ask the applicant or the person giving the information, “Do you swear or affirm that the information and statements on the form are true to the best of your knowledge and belief?” If the applicant or person providing the information responds in the affirmative, he or she will sign the form. The birth-registration agent will complete and sign the jurat. If the applicant or person providing the information responds in the negative, he or she will be referred to the servicing U.S. embassy or consulate.

c. An American flag and a bible are not required when giving the birth-registration oath.

**APPENDIX C
FORMAT FOR DESIGNATING BIRTH-REGISTRATION AND PASSPORT-ACCEPTANCE AGENTS, INCLUDING COURIERS**

DEPARTMENT OF THE ARMY
ORGANIZATION NAME
CMR OR UNIT NUMBER
APO AE NUMBER

Date

Chief, American Citizen Services
American Embassy or Consulate General, Location
CMR or Unit Number
APO AE Number

Dear Sir or Madam:

1. The purpose of this letter is to request that you cancel previous designations of birth-registration and passport-acceptance agents submitted by this office.
2. The title, name, and telephone numbers (military and civilian) for each person who is currently appointed as a birth-registration and passport-acceptance agent for this office are as follows:

a. Primary:

b. Alternates:

c. Couriers:

3. The signature and signature block of each birth-registration and passport-acceptance agent who is authorized to give oaths and sign forms are as follows:

a. Primary: _____ (Signature)
_____ (Signature
block)

b. Alternates: _____ (Signature)
_____ (Signature
block)

_____ (Signature)
_____ (Signature
block)

4. The mailing addresses and location of the birth-registration and passport-acceptance agents are as follows:

a. APO address: _____
(Organizational head's title)

(Organizational name or title)

(CMR or unit number)

(APO AE number)

b. Local address: _____
(Organizational head's title)

(Organizational name or title)

(Street and number)

(Postal code (Postleitzahl) and city)

c. Location: _____
(Name of barracks or kaserne)

(Building number) (Room number)

5. The birth-registration and passport-acceptance agents *will/will not* use an official seal (shown below) on forms completed by them, when appropriate.

(Affix Official Seal)

6. The birth-registration and passport-acceptance agents will perform identification duties outlined in AE Regulation 600-290, AE Regulation 608-3, and the Status of Forces Agreement.

7. This office will immediately submit a new designation when a change to information given above occurs.

8. The POC at this office is *title and name*, military *telephone number*, *fax number*, or e-mail: *address*.

Sincerely,

Signature and signature block

APPENDIX D

LIST OF ITEMS REQUIRED TO PROCESS A CHILD'S BIRTH REGISTRATION AND PASSPORT APPLICATION

This appendix may be reproduced locally to help U.S.-citizen parents register the birth of their children.

D-1. REQUIRED ITEMS

To start processing a child's birth registration and passport application, the parent or parents will report to the servicing military personnel division (MPD) with the child and the following applicable items:

a. The document showing where the child was born. If the child was born in a—

(1) U.S. Army medical treatment facility (MTF) in the European theater, the document is either AE Form 40-400B with the original signature of the hospital registrar or the attending physician, or a certificate as described in (3) or (4) below.

(2) CNE-CNA-C6F or USAFE/AFAFRICA MTF, the document is as prescribed by the MTF commander or is a certificate as described in (3) or (4) below.

(3) Foreign military or civilian hospital in Germany, the document is a certificate of descent (*Auszug aus dem Geburtenregister*).

(4) Foreign military or civilian hospital in a foreign country other than Germany, the document is a civil birth certificate.

b. The natural parent's or parents' evidence of U.S. citizenship. This evidence can be a valid U.S. passport, U.S. birth certificate, or other acceptable document. (More information is available at the MPD.) A limited or mutilated passport may not be used as evidence of citizenship.

c. The natural parents' marriage certificate. If the child's natural parents are not married to each other, submit the applicable documentation shown in subparagraphs e, f, and g below.

d. An annulment, death, or divorce decree showing the termination of each previous marriage if either of the child's natural parents has been married before.

e. A sworn and notarized affidavit of residence and paternity (available at the MPD) from the child's natural father when the child was born under any of the following circumstances:

(1) Before the marriage of the natural parents.

(2) Less than 7 months after the marriage of the natural parents.

(3) To a mother not married to the father of the child when the mother wants the father listed on the child's birth registration.

f. A sworn and notarized affidavit of residence and paternity (available at the MPD) from the child's natural mother when the mother was not married to the father of the child and the mother wants the father listed on the child's birth registration.

g. The documents listed in (1) or (2) below if the child was born out of wedlock to a U.S.-citizen father and a non-U.S.-citizen mother:

(1) A sworn and notarized affidavit of residence and paternity (available at the MPD) from the child's natural father. The affidavit must include a statement indicating the father's intent to provide financial support for the child until the child's 18th birthday.

(2) A legal document issued under the laws of the child's or father's residence or domicile conferring legitimacy on the child after the natural parents marry (legitimizing decree (a *Legitimationsbeschluss* in Germany)) or establishing paternity on settlement of a legal dispute (court order). If the natural parents do not marry, a signed affidavit from the child's natural father indicating his intent to provide financial support for the child until the child's 18th birthday is also required.

h. An affidavit of residence signed by an adjutant general, assistant adjutant general, or personnel officer when the child was born to a U.S.-citizen parent and a non-U.S.-citizen parent, and the U.S.-citizen parent left the United States before the parent's 16th birthday.

i. Two identical photographs of the child. The photographs must be 2-by-2 inches or 5-by-5 centimeters and printed on thin paper with a light, plain background. The photographs must show a clear front view of the child (head and shoulders only). Digital photographs are acceptable. Polaroid or machine photographs are usually not acceptable.

j. Payment for the birth registration and either DD Form 1056 or fees for the passport. Payment should be by U.S. Postal money order or a bank cashier's check issued within the last 5 months, payable to the servicing U.S. embassy or consulate in the amount of fees due. Cash payments are not accepted. Personal checks are not accepted by all U.S. embassies and consulates. The servicing MPD will advise customers concerning acceptable methods of payment and current fees for—

(1) Birth registrations.

(2) Passports. The fee is based on the type of passport. The types of passports are as follows:

(a) Tourist passports. A 5-year tourist passport is available for children under 16 years old, and a 10-year tourist passport is available for persons 16 years old and older. A fee may not be necessary if the individual is eligible for a no-fee passport ([\(b\) below](#)).

(b) No-fee passports. Issuance of this type of passport requires DD Form 1056. DD Form 1056 is available when the individual is a command-sponsored Family member who is entitled to a no-fee passport. Civilian employees must obtain DD Form 1056 from their servicing sponsoring agency or the office that keeps the sponsor's personnel records. Soldiers must obtain DD Form 1056 from the servicing MPD when processing the child's birth registration and passport application.

k. The ID card of the parent taking oaths and signing the applications on the child's behalf when the parent does not have a U.S. passport. The ID card is required for identification purposes only.

D-2. QUALITY AND NUMBER OF REQUIRED ITEMS

a. The parent or parents must submit the original copy of the required documents listed in [paragraph D-1](#). For AE Form 40-400B, the original copy is the copy with an original signature of the hospital registrar or the attending physician. For other documents, the original copy is the copy issued by the official custodian of the record (not the first copy of the document). This copy will have a raised or multicolored seal and a file date. Parents can get as many original documents as they want by sending a written request with the required fee to the appropriate custodian. A copy certified by another source (for example, adjutant general, notary public, personnel officer, staff judge advocate) is not acceptable.

b. Parents who want the original documents returned must also include photocopies of the documents if permitted by law; otherwise, U.S. consular officials will send the original documents to the Department of State in Washington, DC, for its files.

APPENDIX E

FORMAT FOR A LETTER TO U.S.-CITIZEN PARENTS OF CHILDREN BORN IN MEDICAL TREATMENT FACILITIES

The following is the format for the letter that medical treatment facility (MTF) personnel may use to instruct U.S.-citizen parents of children born in MTFs. The enclosures mentioned are AE Form 40-400B (encl 1), [appendix D](#) to this regulation (encl 2), and worksheets for parents to complete (encl 3).

DEPARTMENT OF THE ARMY

ORGANIZATION NAME
CMR OR UNIT NUMBER
APO AE NUMBER

Date

Name and address of parent or parents

Dear *titles and surnames*:

On behalf of the commander and staff, I congratulate you on the new addition to your Family! Some very important administrative requirements need your prompt attention to ensure your child never has difficulty proving a precious right—his or her citizenship.

Having a child overseas is not the same as having a child in the United States. The parents, instead of the hospital, must register the child's birth with the appropriate U.S. or foreign authorities (in some cases, with both). The birth-registration documents the child's citizenship and enables the child to get a passport. A child must have a passport to travel and to enter the United States.

Enclosed are four original copies of AE Form 40-400B (Report of Child Born Abroad of American Parent(s)) (encl 1). The original copy has an original signature of the hospital registrar or the attending physician. The original copy is not the first copy of the report. The report does not prove your child's citizenship; it only announces his or her birth. You must submit one original copy of AE Form 40-400B to birth-registration officials when applying for your child's birth registration.

To begin processing your child's registration as a U.S. citizen and to get the child a U.S. passport, you must report to the passport section at the servicing military personnel division with the child and the items required by enclosure 2. The passport and ID card sections are often in the same office. You may complete and take the worksheet at enclosure 3 to speed up the processing. If you and your spouse are U.S. citizens, the mother should apply for the child's birth registration as a U.S. citizen and for the U.S. passport. If the mother cannot submit her evidence of U.S. citizenship or if the father is the only U.S.-citizen parent, the father should apply.

If either you or your spouse is or was a non-U.S. citizen, you may also need to register your child's birth with the authorities of the home country. Each country has its own laws. The laws of one country generally do not affect the laws of another country. For example, a child born to a U.S. citizen and a German citizen must be registered with both the U.S. and local German authorities and generally receives both U.S. and German citizenship. Parents should consult appropriate home-country authorities for information about birth-registration requirements.

If your child is born in Germany, you need to register the child with local German authorities only if you or your spouse is a German citizen. If you and your spouse are not German citizens, you should still register your child with local German authorities. The registration is a permanent record of your child's birth in the area where the birth occurred. Later, you may obtain documentary proof of your child's birth from the local authorities in the form of an official local birth certificate (*Geburtsurkunde*) or a certificate of descent (*Auszug aus dem Geburtenregister*). Your child will not receive German citizenship through this registration unless you or your spouse is a German citizen. To register your child, go to the local registrar's office (*Standesamt*) within 5 calendar days after the child's birth. You must present one original copy of AE Form 40-400B, your passport, your marriage certificate, and (if applicable) a divorce certificate or previous spouse's death certificate for each former marriage. Registration is free, but you must pay 7 euros for a copy of the *Auszug aus dem Geburtenregister*. Additional copies are 3.50 euros each. These prices are subject to change. Please consult your local servicing passport agent for up-to-date information.

If you need more information about birth registration and passports, contact your servicing military personnel division. ***If you wait until the last minute to register the birth and apply for a passport, your child's departure from the command may be delayed, which could cause extreme hardship for you and your Family.***

Again, congratulations!

Sincerely,

Signature and signature block

Enclosures

GLOSSARY

SECTION I ABBREVIATIONS

APO	Army post office
CMR	consolidated mail room
CNE-CNA-C6F	Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa/ Commander, U.S. Sixth Fleet
DOD	Department of Defense
DOS	Department of State
GSE	Garrison Support Element, United States Army Installation Management Command, Europe Region
ID	identification
IMCOM-Europe	United States Army Installation Management Command, Europe Region
MPD	military personnel division
MTF	medical treatment facility
NATO	North Atlantic Treaty Organization
POC	point of contact
SOFA	Status of Forces Agreement
U.S.	United States
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa
USAREUR	United States Army Europe

SECTION II TERMS

dependent Family member

An individual who is one of the following:

- The lawful spouse, a legitimate unmarried child or stepchild under age 21, or an unmarried illegitimate child or stepchild under age 21 whose paternity has been judicially determined or who lives with and receives more than 50 percent of his or her support from the sponsor.
- A parent, parent-in-law, adoptive parent, adoptive parent-in-law, or unmarried child over 21 years old who is mentally or physically incapacitated and whose incapacitation began before his or her 21st birthday.
- An unmarried child age 21 or 22 whose sponsors are U.S. military members or DOD civilian employees and who is attending an accredited institution of higher learning in a full-time status.
- A Family member of a DOD civilian, accredited contractor, or foreign military or civilian personnel who resides in the same household as his or her sponsor unless the sponsor is required to reside in a separate household because of official duty. The child must be unmarried and meet the age or student requirements (or both) as indicated above.

full-time employee

An employee who works at least 20 hours per week in a paid status ([AE Reg 600-700](#)).

member of household

An individual who is one of the following:

- A close relative who does not qualify as a dependent Family member, but who is and intends to remain a member of a sponsor's household and who is financially or for health reasons dependent on and supported by the sponsor.
- A child who reached age 21 during his or her sponsor's overseas tour.
- An illegitimate grandchild born during his or her sponsor's overseas tour.

NOTE: Member-of-household status applies only in Germany.

original copy

For AE Form 40-400B, a copy with an original signature of the hospital registrar or the attending physician. For other documents, a copy issued by the official custodian of the record. The copy must have a raised or multicolored seal and a file date.

sponsor

A person entitled to individual logistic support privileges in the Army in Europe because of service in or employment with the U.S. Forces or the civilian component of the U.S. Forces.