

# BIRTH REGISTRATION REQUIREMENTS

No Fee	Tourist	CRBA	SSN	<h2 style="margin: 0;">Required Documentation</h2> <p style="margin: 0; font-size: small;">Hold CTRL while clicking the form number for internet link to the online form.</p> <p style="margin: 0; font-weight: bold;">ALL LISTED DOCUMENTS ARE MANDATORY TO FILE</p>
				<a href="#">DS-11</a> Passport Application ( <b>No-Fee required</b> ) <i>Complete online &amp; print</i>
				<a href="#">DS-11</a> Passport Application ( <b>Tourist optional</b> ) <i>Complete online &amp; print</i>
				<a href="#">DS-2029</a> Counselor Report of Birth Abroad - <a href="http://www.state.gov/documents/organization/156216.pdf">http://www.state.gov/documents/organization/156216.pdf</a>
				<a href="#">SS-5</a> Social Security Card Application - <i>Complete online &amp; print</i>
				ORIGINAL Spanish birth certificate
				Copy of Spanish birth certificate
				Copy of Sponsor's MILITARY ID ( <b>FRONT/BACK</b> )
				Copy of spouse's MILITARY ID ( <b>FRONT/BACK</b> )
				Proof of parents citizenship - Copy of passport or ORIGINAL birth certificate
				Proof of command sponsorship (i.e. <b>PAGE 13/2, memo from command</b> )
				Copy of Marriage Certificate/Divorce Decree
				Proof of one parent's physical presence in the continental U.S. for at least 5 years <ul style="list-style-type: none"> <li>History of assignments</li> <li>School records</li> <li>Tax refunds</li> </ul>
				Current orders to Spain and any extensions.
				1 passport-style photo (2 x 2) (less than 6 months old) <a href="http://travel.state.gov/passport/pptphotoreg/pptphotoreg_5333.html">http://travel.state.gov/passport/pptphotoreg/pptphotoreg_5333.html</a> for photo specifications
				\$100.00 POSTAL money order for CRBA
				\$105.00 POSTAL money order for Tourist Passport

Money Order

Postal Money Order issued as follows:  
**TO: AMERICAN EMBASSY MADRID, SPAIN**  
**FROM: BABY'S NAME, PSC ADDRESS**

Money Order

**DO NOT SIGN** any applications until directed by the PASSPORT AGENT.

ALL APPLICANTS are required to be present.

Applicants younger than 16 years will require the presence of BOTH parents, if either parent can not be present then an ORIGINAL completed/notarized [DS-3053](#) must be submitted with application. The original DS-3053 should be accompanied by a copy of the absent parent's identification.

**A GENERAL POWER OF ATTORNEY IS NOT SUFFICIENT.**

→ **I will make all copies needed from your ORIGINAL documents.** ←

Question? Concerns? Please contact:

**PS2 Juan Cordero**

[juan.cordero@eu.navy.mil](mailto:juan.cordero@eu.navy.mil)

**Transportation/Passports, PSD**

**COMM: 956-82-3014 DSN: 727-3014**

Hours; Monday – Friday 0900 – 1500; closed U.S. holidays

**FOR APPLICATIONS AND OTHER TRAVEL ISSUES: [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)**