



OBTAINING THE BIRTH CERTIFICATE & PASSPORT

In case you didn't know, all newborns need to have an American and British birth certificate. You need to register your infant in the British system within 42 days of birth. Your baby will need to be registered in the district of birth. You will be given information on how to register your baby when you are discharged from the hospital. If you are unable to register your baby prior to leaving, you can take the registration form to your nearest British registrars office and they will send it to the district for processing.

You can register for the American birth certificate, SSN, and passport through the passport office at Lakenheath. Your base may also provide this service, so please check with your MPF prior to departure. If your base does not provide this service, you will need to bring several documents with you:

- Marriage Certificate
- Father's & Mother's US passport and US birth certificates
- 3 forms of ID showing use of name

And if applicable:

- Father or Mother's divorce decree
- Death certificate
- Naturalization certificate

You can pick up the report of birth package from the passport office, M-F after 1300, anytime during your stay.

The quickest place to get the passport photos taken is in the photo-lab at the **Electric Avenue** (video store near Burger King) on Lakenheath. The passport can take from 5-8 weeks come back and will need to be picked up from the Passport office. They will contact you once they arrive.

EXPECTED EXPENSES

Remember to plan and budget your finances accordingly since you will be reimbursed *after* your stay. If you are AD, you will receive full per diem and can use your government travel card to

pay for your food and lodging expenses as you would with any TDY. For dependents spouses, you will get reimbursed only for actual expenses from your stay, so **REMEMBER** to save your receipts! For those AD spouses coming permissive TDY, you will only get reimbursement for the day of delivery and the required postpartum stay. All other expenses will be out of pocket.

Expenses to plan for:

- Birth certificate with no-fee passport costs \$65.00 (can take 6-8wks to return)
- Birth certificate with tourist passport cost \$135.00
- Food and Lodging
- Always bring a little extra for the unexpected!

OTHER THINGS TO THINK ABOUT:

What to bring:

- Approved infant car seat (American car=American carseat; British car=British carseat)
- Baby clothes and blankets for the ride home
- Camera and film
- Phone numbers and calling card

Don't forget:

- To make your OB appt
- Your prenatal records if you are coming from another base or off base facility.

Please check in with the OB Clinic the first duty day after your arrival so we know you arrived safely and we can take you on a tour OB ward if needed.

We look forward to having you stay with us----WELCOME!!!!



