

Congratulations!



Complete the
Following Steps
Once the AE40-
400B is obtained
through the
LRMC Birth
Registration
Office.

STEP 1: DEERS

Must be completed within first week of baby's birth.

(you will receive DD Form 1172 for Command Sponsorship)

Wait 24 Hours for Update

STEP 2: COMMAND SPONSORSHIP

***AD Dual Military**, single parents and Army personnel assigned to LRMC contact:
EFMP located in BLDG. 3744: 06371-9464-5756 DSN: 590 5756.

***All other AD Army**: Check with your unit for Command Sponsorship requirements.

***All AD Air Force**: Contact 786 FSS/FSPD, DEROS Management for Command Sponsorship
package. (480-1606/06371-47-1606)

AND

Personnel please contact 86th MDG, EFMP CIV: 06371-46-2375 DSN: 479-2375.

Ramstein Clinic BLDG 2114 Rm 147 **AFTER 2 WEEK WELL BABY APPT**

All AD Navy/Marines: Personnel please contact the case coordinator at your Military Treatment
Facility (MTF).

STEP 3: TRICARE

Air Force: Personnel must wait until after the 2 week well baby appt.

Baby will need to be Command Sponsored prior to enrolling.

Army: Personnel must go after 24 hours from enrolling in DEERS.

(You will need to bring DD Form 1172 obtain at DEERS)

STEP 4: FINANCE

Air Force: Must go to finance after steps 1-3 are complete.

Army: Once baby is enrolled in DEERS, check with unit on finance requirements.

(You will need to bring DD Form 1172)

STEP 5: PASSPORT OFFICE

Must be started within **30** days of birth. "Your baby will not
be able to depart Germany without these documents"

STEP 6: GERMAN BIRTH CERTIFICATE

Must obtain before you depart Germany

REFERENCES

Ramstein MPF (U.S. Air Force)

DEERS/ID Cards Office (please call to make an appointment)

Bldg. 2106, Room 117, DSN 480-6599/Comm.: 06371-47-6599

Mon-Thu 0730-1500 hrs., Fri 0730-1400 hrs. (Walk-in hours end 1 hour prior to close of business) 786fss.idcards@ramstein.af.mil

Ramstein Clinic EFMP (Command Sponsor Ship)

CIV: 06371-46-2375 DSN: 479-2375.

Ramstein Clinic BLDG 2114 Rm 147

Passport Photos (optional)

MOMS Ramstein Photo Lab Service

Ramstein AB, Bldg 2113 - DSN 480-5902 - CIV 06371-47-5902

Mon – Sat: 10:00 - 18:00

Sun & Federal Holidays: CLOSED

Closed for lunch 14:00 - 15:00

Landstuhl DEERS (Air Force will need to register at Ramstein MPF)

Bldg 3766

RM 15B 120

Comm.: 0637194645917 DSN 590-5917

Kleber DEERS Office

Bldg. 3245 Comm. 0631-411-7662/7072; DSN: 483-7072

Mon.-Thu 0800-1530; Fri 0800-1200

Kleber Passport Office

90th Personnel Service Battalion (U.S. ARMY)

Bldg 3245, Rm 117, KLEBER DSN: 483-8892/7659 Comm: 0631-411-8892/7659

Birth Registration by appt. only Mon.-Thu 0800-1100

Passport Office- <http://www.rp.army.mil/Directorates/DHR/passports.html>

Baumholder Passport Office (U.S. ARMY)

Building 8660, BAUMHOLDER

DSN: 485-7215 Comm.: 06783-6-7215

Ramstein Passport Office (birth registration by appt. only)

Bldg. 2106, Room 110, Mon-Fri 0900-1500 hrs.

Comm.: 06371-47-2240 DSN: 480-2240

786fss.passports@ramstein.af.mil

Please visit our office to pick up the “How to register your newborn” package and for a quick overview of requirements. Upon completion of required documents, we ask that members stop by our office for a final review before scheduling an appointment. This will help us to reduce waiting times for appointments. Thank you for your understanding.

TRICARE OFFICES

Kleber TRICARE SERVICE CENTER

DSN: 483-6358 Comm: 0631-411-6358

Baumholder TRICARE SERVICE CENTER

DSN: 485-8089 Comm: 06783-6-8089

Ramstein TRICARE SERVICE CENTER

DSN: 479-2616 Comm: 06371-46-2616

Landstuhl RMC TRICARE SERVICE CENTER Bldg. 3744

DSN: 590-4830 Comm: 06371-9464-4830

Finance Ramstein:

Bldg 2108 Room 1 Comm.:DSN: 478-7557

After receiving newborn Social Security number please return to DEERS to update in the system.