



## BABIES BORN IN BFG

The following guide is designed to help you with the process of registering your baby's birth and applying for a passport when in Germany.

### Registering your baby in BFG

Registration of a birth should be completed within 12 months of birth, but it is obviously better to do this as quickly as possible, and certainly within 6 weeks.

Births are registered by post with the Service Register Office at G1 (BMD), Headquarters UKSC(G) (United Kingdom Support Command Germany) in Rheindahlen.

Registration of a birth can be undertaken by either parent (informant):

1. The 'informant' completes Form ORS1. These are normally available from the Unit Welfare Office or Unit Admin Office, but can also be obtained direct from G1 (BMD), HQ UKSC(G), BFPO 140, tel 02161 472 2100.
2. Before forwarding the Registration Form (ORS1) it must be countersigned by a commissioned officer (Captain or above/or equivalent).
3. The following documents must accompany the ORS1 to register a birth:
  - Hospital (Krankenhaus) Notification of Birth (Geburtsmeldung)
  - Birth Certificates of both parents (long version only)
  - Marriage Certificate

Do not forward original certificates as copies are acceptable, but they must be legible. If you don't have long versions of birth certificates they are available on-line from the General Register Office at [www.gro.gov.uk](http://www.gro.gov.uk).

If you are unmarried and wish to include the baby's father's name on the baby's birth certificate, the Registrar will require the baby's father's

full birth certificate and you will need to complete a form of acknowledgement (ORS1A).

The completed application should be sent to:

Service Register Office  
G1 (BMD)  
HQ UKSC(G)  
BFPO 140

The birth certificate can only be produced once all documents have been received and checked, and this is not normally a one day process, unlike in the UK. Once a correctly completed ORS1 is received, it is normally processed within one week.

If the birth is registered with The Service Registering Officer in HQ UKSC(G,) a British Forces UK Birth Certificate will be issued free of charge. It should be noted that this Birth Certificate does not confer any right to UK citizenship unless one (or both) of the parents is a UK national.

If you are a non-EU citizen then you can register the birth with the Service Register Office, but you should also obtain an International Birth Certificate (at your own small cost) through the Town Hall (Standesamt) of the town of birth. This is because you will need this to apply for the baby's passport in their country of origin

Full details of registration and examples of forms can be found at Section 1 to Standing Instructions for British Forces in Germany (SIBA(G)) 3221 available from Unit Welfare or Admin Offices.

## Passports

Once you have received your child's birth certificate, you should apply for a passport as soon as possible.

Passport applications (Form C2) are available from your Unit Welfare or Admin Office. You must obtain 2 passport photographs to accompany your application, one of which must be countersigned by a serving officer (the cost of the photos can be reclaimed through your Admin Office). Please bear in mind that passports are now Biometric and photographs have to be exact measurements. Visit British Consulate website for more details:

<http://www.britischebotschaft.de/en/consular/passports/index.htm>.

Once your passport application is completed, hand it in to your Unit Welfare Office. They will forward it on to the Passport Section of the British Consulate in Düsseldorf on your behalf, along with payment (passports are provided free whilst you are overseas - check with your Unit Welfare Office). The passport will be returned to your Unit Welfare Office, who will call you when it arrives.

Depending on the time of year, passports normally take around 4-6 weeks, but during busy holiday times, such as Easter, summer and Christmas, this may be longer.

### Baby Benefits

Also, don't forget to apply for the baby's European Health Insurance card (EHIC) which has replaced the old E111. Visit [www.ehic.org.uk](http://www.ehic.org.uk) for further information.

Your Unit Admin Office should also be able to advise you on claiming UK Child Benefit, UK Child Tax Credit and German Kindergeld.