

Request for the medical review process for **Newborn Command Sponsorship**

The **"Baby In-processing"- "Command Sponsorship" Portion of Newborn Birth Registration website:**

<https://landstuhl.tricare.mil/Health-Services/Womens-Health-Pregnancy/Birth-Registration>

Enter here ↓

here ↓

or here ↓

<input type="checkbox"/> Baby's well check was completed at an MTF Pediatric Clinic If you did not receive a Newborn Letter, Contact your Pediatric Clinic (Ramstein is +49 01637 146 2532)	<input type="checkbox"/> Your baby was born at the Active Duty Air Force Sponsor's duty location <input type="checkbox"/> Your baby is > 2 weeks old and does NOT have a Newborn Letter from the MTF Pediatric Clinic	<input type="checkbox"/> Your baby was born outside of the Sponsor's assigned duty station (Stateside, while on vacation, etc.) Your baby must apply for and receive Command Sponsorship before traveling to the Sponsor's duty station. Contact EFMP-M +49 0637 1462375
Your MTF Pediatric Clinic has provided a Newborn Letter... Jump to Step 2.	If all boxes are marked, you should begin the Newborn Letter Request Process below. ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	If this box is marked, you are not eligible for a Newborn Letter. Please complete the general Command Sponsorship request - separate checklist.

⇒ **To request the EFMP Newborn Medical Clearance and Newborn Letter** ⇐

Email the EFMP Medical Office: usaf.ramstein.86-mdg.mbx.efmpm@health.mil

Subject line: Newborn Letter Request (Sponsor's full name, rank) In the body of the email, include:

- | | |
|--|--|
| <input type="checkbox"/> Sponsor's full name and SSN | <input type="checkbox"/> Name of the person who gave birth |
| <input type="checkbox"/> Baby's full name | <input type="checkbox"/> Hospital where baby was born |
| <input type="checkbox"/> Baby's date of birth | <input type="checkbox"/> Sponsor's official email address |
| <input type="checkbox"/> Baby's health records | <input type="checkbox"/> Sponsor's current duty station |

Options: Translated Host Country's Hospital Health Report/'yellow book',
OR- off-base pediatrician well-check report,

OR- schedule a newborn command sponsorship appointment with **your MTF Pediatric Clinic through the appointment line: (Ramstein = +49 (0)6371462273)**

Please allow 2 weeks for review

Step 2: Request your complete Military Personnel Flight's full Newborn Wing Command Sponsorship Guidance by sending an email to your assigned MPF office:

786.fspd.derosmanagement@us.af.mil (Ramstein) or det1786fss.fsmpd@us.af.mil (Stuttgart)

Once you have obtained and completed all necessary paperwork required on the MPF Checklist, to include the Newborn Letter from Ramstein Pediatrics or the Ramstein EFMP Medical Office, then proceed to Step 3.

Step 3: Submit ALL appropriate documents to your MPF (email addresses above)

Include:

- Newborn Letter
- Completed Sponsorship Packet (the other documents your MPF requires)

Step 4: Verify Tricare Enrollment

- Bring a copy of the Command Sponsorship Memo to Tricare Enrollments
-OR- Enroll your child in DEERS (this action may automatically enroll them in Tricare Prime - please verify this with the Tricare Enrollments Office to be sure)
- Attach copy of Command Sponsorship Memo to Sponsor's orders for the assignment's duration

****DON'T FORGET to check this website for additional IMPORTANT Birth Registration Information****

<https://landstuhl.tricare.mil/Health-Services/Womens-Health-Pregnancy/Birth-Registration>