

CONSULAR REPORT FOR BIRTH ABROAD (CRBA)

Please follow this checklist to apply for a CRBA. If you have any questions about this checklist, please call 226-2411.

NO	ACTION
1.	<p>Obtain the following documents:</p> <p>1.1. Original DS-2029 (1 document)</p> <ul style="list-style-type: none"> • If the child is born on-base, obtain DS-2029 from the 35 MDG • If the child is born off-base and... <ul style="list-style-type: none"> ○ Mother is <i>not</i> a Japanese citizen... <ol style="list-style-type: none"> 1) Receive Report of Birth from local hospital 2) Take Report of Birth to any City Hall 3) Receive Acceptance of Birth from City Hall 4) Have the Acceptance of Birth translated into English (visit the 35 FW/JA office for a list of Japanese translators) 5) Take the <i>translated</i> Acceptance of Birth to the 35 MDG which will then provide the DS-2029 ○ Mother is a Japanese citizen... <ol style="list-style-type: none"> 1) Have Japanese authorities update family register to include new child's name 2) Take family register to 35 MDG which will then provide the DS-2029 <p>1.2. Proof of Citizenship of Child's Parents (4 documents total)</p> <ul style="list-style-type: none"> • US-born parents: <ol style="list-style-type: none"> 1) Original Birth Certificate of mother 2) One (1) photocopy of Birth Certificate of mother 3) Original Birth Certificate of father 4) One (1) photocopy of Birth Certificate of father • If either mother or father were born overseas, provide: <ol style="list-style-type: none"> 1) Original Consular Report of Birth or valid passport of mother/father 2) One (1) photo-copy of Consular Report of Birth or valid passport of mother/father <p>**NOTE: Hospital Birth Certificate or Birth Certificate abstract from California is <i>not</i> acceptable</p> <p>1.3. Marriage Certificate of Child's Parents (2 documents total):</p> <ol style="list-style-type: none"> 1) Original or certified copy (with raised seal) from the state the marriage occurred 2) One (1) photocopy of Marriage Certificate <p>**NOTE: Marriage License and Marriage Certificate issued by a church is <i>not</i> acceptable</p> <p>1.4. Proof of Termination of Each Parent's Prior Marriages (2 documents per divorce/annulment):</p> <ol style="list-style-type: none"> 1) Original or certified copy (with raised seal) from the state where divorce/annulment occurred 2) One (1) photocopy of above <p>1.5. Copy of Front <i>and</i> Back of ID/CAC Cards of Both Parents (1-4 documents depending on how copies are made)</p>

	<p>1.6. Notarized Affidavit for Child's Name (applies <i>only</i> if child's mother or father is a non-U.S. citizen):</p> <ul style="list-style-type: none"> • 35 FW/JA provides notary services <p>1.7. \$100 Money Order for Birth Registration Fee (no cash or check)</p> <ul style="list-style-type: none"> • Payable to "US Embassy Tokyo, Japan" <p>1.8. Yen 1,020 for Postage Fee to Mail Application to US Embassy, Tokyo (exact change)</p> <ul style="list-style-type: none"> • Based on postage cost to mail Misawa-Tokyo each way: ¥510
2.	<p>Please make sure that you have all documents before setting up an appointment with the Passport Office.</p> <p>Set up an appointment with the Passport Office by e-mailing 35fss.passports.1@us.af.mil or calling 226-2411.</p> <p>Failure to bring all necessary documents will suspend your application and delay processing. No photocopies will be provided by the Passport Office or MPS.</p> <p>Both parents and applicant must be in attendance.</p> <ul style="list-style-type: none"> • If one of the parents cannot attend and both parents are U.S. citizens, the attending parent must also bring a: <ol style="list-style-type: none"> 1) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services • If one of the parents is a non-U.S. citizen and the U.S. citizen parent cannot attend, the non-U.S. citizen parent must also bring the following two (2) documents: <ol style="list-style-type: none"> 1) Completed and notarized Affidavit of physical presence or residence, parentage and support 2) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services
	<p>During the appointment, your documents will be reviewed and validated by the Passport Office.</p> <ul style="list-style-type: none"> • If documents are missing or incomplete, the application will be suspended and another appointment must be scheduled (see step 2 above) • If documents are complete, the Passport Office will mail out your application to the US Embassy, Tokyo <p>If the Embassy has any questions about your application, it will contact the Passport Office who will in turn contact you as needed.</p>
3.	<p>If approved, you will receive the CRBA directly (it will <i>not</i> be mailed to the Passport Office).</p> <p>Once you receive the CRBA and your child requires a no-fee/official passport, please refer to this checklist.</p>