

# CONSULAR REPORT OF BIRTH ABROAD (CRBA)

If you have any questions about this checklist, please call 226-2411 or email 35FSS.Passports.1@us.af.mil. Please make sure that you have all documents before your appointment with the Passport Office.

NO	ACTION
1.	<p>Obtain the following documents:</p> <p>(a) <b>Report of Birth</b></p> <ul style="list-style-type: none"> <li>• <i>If the child is born on-base</i>, receive Report of Birth from the 35 MDG</li> <li>• <i>If the child is born at another base</i>, receive Report of Birth from that base hospital</li> <li>• <i>If the child is born off-base and...</i> <ul style="list-style-type: none"> <li>◦ Mother is not a Japanese citizen...               <ol style="list-style-type: none"> <li>1) Receive Report of Birth from local hospital</li> <li>2) Take Report of Birth to any City Hall</li> <li>3) Receive Acceptance of Birth from City Hall</li> <li>4) Have the Acceptance of Birth translated into English (visit the 35 FW/JA office for a list of Japanese translators)</li> </ol> </li> <li>◦ Mother is a Japanese citizen...               <ol style="list-style-type: none"> <li>1) Japanese authorities update family register to include new child's name</li> </ol> </li> </ul> </li> </ul> <p>(b) <b>DS-2029</b> (2 options to obtain application)</p> <ol style="list-style-type: none"> <li>1) Complete DS-2029 form <a href="https://eforms.state.gov/Forms/ds2029.pdf">here [link to https://eforms.state.gov/Forms/ds2029.pdf]</a>. Print out and bring to appointment.</li> <li>2) Make an account at MyTravelGov and fill out eCRBA application online. Please click here for eCRBA instructions.</li> </ol> <p><b>**NOTE:</b> With eCRBA option, you will pay \$100 application fee online with a credit card or U.S. bank account. Once payment processes (<b>please allow up to 5 business days</b>), the Passport Office will contact you to schedule an appointment.</p> <p>(c) <b>Evidence of Parent's U.S. Citizenship</b> (original + 1 photocopy)</p> <p>Examples of Evidence of Citizenship:</p> <ul style="list-style-type: none"> <li>• A full validity U.S. passport (valid or expired)</li> <li>• U.S. birth certificate (should have both parent's name, a seal, registrar's signature, &amp; file date)</li> <li>• Consular Report of Birth Abroad</li> <li>• Certificate of Naturalization</li> <li>• Certificate of Citizenship</li> </ul> <p>(d) <b>Marriage Certificate of Child's Parents</b> (original + 1 photocopy):</p> <ol style="list-style-type: none"> <li>1) Original or certified copy (with raised seal) from the state the marriage occurred</li> <li>2) One photocopy of Marriage Certificate</li> </ol> <p><b>**NOTE:</b> Marriage License and Marriage Certificate issued by a church is not acceptable</p> <p>(e) <b>Proof of Termination of All Prior Marriages for Both Parents</b> (original + 1 photocopy)</p> <ol style="list-style-type: none"> <li>1) Original or certified copy (with raised seal) from the state where divorce/annulment occurred</li> <li>2) One photocopy of above</li> </ol> <p>(f) <b>Copy of ID/CAC Cards of Both Parents</b> (front and back)</p> <p>(g) <b>Notarized Affidavit for Child's Name</b> (applies only if child has two names)</p> <ul style="list-style-type: none"> <li>• 35 FW/JA provides notary services</li> </ul>

NO	ACTION
	<p>(h) <b>\$100 CRBA Application Fee</b></p> <ul style="list-style-type: none"> <li>•If you obtained the DS-2029 with the 1st option, bring a money order for \$100 when only applying for CRBA. If applying for child's CRBA+tourist passport at the same time, bring a money order for \$215.</li> <li>•If you obtained the DS-2029 with the MyTravelGov eCRBA option, you paid the application fee online. If you want to apply for the child's tourist passport at the same time, you can submit a money order for the \$115 initial passport fee.</li> </ul> <p><b>**NOTE:</b> Customers can get money orders at the Post Office with it payable to: "U.S. Department of State"</p>
	<p>(i) <b>1,040 Yen for Postage to mail application to U.S. Embassy in Tokyo</b> (exact change)</p>
2.	<p>(j) <b>DS-11 Application form</b> (if applying for baby's tourist passport)</p> <ul style="list-style-type: none"> <li>•Fill out electronically and print with a barcode in the top left-hand corner.</li> <li>•Please do not sign the application until you are in front of the Passport Agent.</li> </ul> <p>(a) <b>Schedule Appointment with the Passport Office</b> in Bldg 653, Room 101  Email: 35fss.passports.1@us.af.mil or Phone: 226-2411.</p> <p><b>**NOTE:</b> Both parents and applicant must be in attendance.</p> <ul style="list-style-type: none"> <li>• 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"> <li>1) Completed and notarized <a href="#">Form DS-3053</a>, Statement of Consent  Note: 35 FW/JA provides notary services</li> </ol> </li> <li>• 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 documents: <ol style="list-style-type: none"> <li>1) Completed and notarized <a href="#">Affidavit of physical presence or residence, parentage and support</a></li> <li>2) Completed and notarized <a href="#">Form DS-3053</a>, Statement of Consent  Note: 35 FW/JA provides notary services</li> </ol> </li> </ul>

## CRBA PROCESS OVERVIEW

**1) During the appointment, your documents will be reviewed and verified by the Passport Office.**

- 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

**2) If the Embassy has any questions about your application, it will contact the Passport Office who will in turn contact you as needed.**

**3) Once your application is approved/processed, you will receive the CRBA directly (it will not be mailed to the Passport Office).**

The U.S Embassy will mail the CRBA (and tourist passport, if applicable) to the customer's address. A notification will be sent to your APO box to pick it up at the Misawa Post office if you live on-base.