

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) Report of Birth</p> <ul style="list-style-type: none"> • <i>If the child is born on-base</i>, receive Report of Birth from the 35 MDG • <i>If the child is born at another base</i>, receive Report of Birth from that base hospital • <i>If the child is born off-base and...</i> <ul style="list-style-type: none"> ◦ Mother is not 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) ◦ Mother is a Japanese citizen... <ol style="list-style-type: none"> 1) Japanese authorities update family register to include new child's name <p>(b) Consular Report of Birth Application Form (DS-2029) Complete the eCRBA application and pay online: https://jp.usembassy.gov/services/citizenship-services/birth/online-crba/ After you have submitted eCRBA, please forward confirmation email with application number to keiko.takahashi.jp@us.af.mil</p> <p>(c) Evidence of Parent's U.S. Citizenship (original + 1 photocopy)</p> <p>Examples of Evidence of Citizenship:</p> <ul style="list-style-type: none"> • A full validity U.S. passport (valid or expired) • U.S. birth certificate (should have both parent's name, a seal, registrar's signature, & file date) • Consular Report of Birth Abroad • Certificate of Naturalization • Certificate of Citizenship <p>(d) Marriage Certificate of Child's Parents (original + 1 photocopy):</p> <ol style="list-style-type: none"> 1) Original or certified copy (with raised seal) from the state the marriage occurred 2) One photocopy of Marriage Certificate <p>**NOTE: Marriage License and Marriage Certificate issued by a church is not acceptable</p> <p>(e) Proof of Termination of All Prior Marriages for Both Parents (original + 1 photocopy)</p> <ol style="list-style-type: none"> 1) Original or certified copy (with raised seal) from the state where divorce/annulment occurred 2) One photocopy of above <p>(f) Copy of ID/CAC Cards of Both Parents (front and back)</p> <p>(g) Notarized Affidavit for Child's Name (applies only if child has two names)</p> <ul style="list-style-type: none"> • 35 FW/JA provides notary services

NO	ACTION
	<p>(h) Application for U.S. Passport (DS-11) Form Online</p> <ul style="list-style-type: none"> • Complete form online: https://pptform.state.gov/ • Handwritten forms will not be accepted • Enter "000-00-0000" for baby's social security number • Print it out SINGLE-SIDED • Barcode should show in the top left-hand corner • DO NOT SIGN
2.	<p>(i) 1,200 Yen for Postage to mail application to U.S. Embassy in Tokyo (exact change)</p> <p>(a) Schedule Appointment with the Passport Office in Bldg 653, Room 101 Email: 35fss.passports.1@us.af.mil or Phone: 226-2411. **NOTE: Both parents and applicant must be in attendance.</p> <ul style="list-style-type: none"> • <i>If one of the parents cannot attend and both parents are U.S. citizens, the attending parent must also bring a:</i> <ol style="list-style-type: none"> 1) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services • <i>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:</i> <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

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.