

CONSULAR REPORT OF BIRTH ABROAD & U.S. PASSPORT & SOCIAL SECURITY #
UNACCOMPANIED SPONSORED TOURED FAMILY
(revised February 10, 2013)

Congratulations on your newborn baby! When you have a baby born overseas to U.S. citizen parent(s), the birth of child should be reported to American Embassy in order to acquire U.S. Citizenship by U.S. citizen parent(s). That is called **“Consular Report of Birth Abroad” (CRBA), U.S. passport, and Social Security Number can be applied simultaneously** by submission the following documents listed below. Useful web site is at <http://japan.usembassy.gov/e/acs/tacs-crba.html>

PLEASE DO NOT MAKE ANY UNCHANGEABLE TRAVEL PLANS UNTIL U.S. PASSPORT IS ISSUED.

1. **Please fill out the attached worksheet of Consular Report of Birth Abroad, U.S. Passport, and SSN form**
2. Prepare applicable documents listed below. All supporting documents must be ORIGINAL.
3. **Passport application for minors (16 years old and younger) must be signed by both parents of the child with the child’s appearance. Please come together with the newborn child. Our notary public needs to identify your child even a newborn.**

❶ ____ Child’s Birth Registration issued by a Japanese city/ward office if born in a Japanese hospital (Shusseï Todoke Juri Shoumeisho) or Birth Record issued by physician if born at the Military hospital; In case of Japanese parent, Japanese Family Registration (Koseki Tohon) with the entry of your newborn childbirth.

❷ ____ Evidence of the parent(s)’ citizenship (U.S. or foreign) ---- the documents below:
Active duty sponsor: Birth Certificate issued by Vital Statistics Officer in the U.S. OR U.S. Passport (valid), Naturalization Certificate, or Certificate of Citizenship
Dependent spouse: Current U.S./Foreign Passport (original) OR U.S. Birth Certificate for U.S. citizen mother
If the mother is Japanese and no passport is available – Japanese Family Registration (original) will suffice.

❸ ____ Marriage Certificate issued by the State where your marriage was registered.. In case that one parent is Japanese and your marriage was taken place in Japan, her/his family registration (Koseki Tohon) stated on ❶ above will suffice. However, if your marriage was taken place OUT of Japan, please bring the marriage certificate issued by the place of marriage.

❹ ____ Evidence of the termination of any previous marriage(s) of the parent(s) - Official divorce/annulment decree, or death certificate issued by Government/Court.

❺ ____ One color passport photograph of the child with white background – 2x2 inches. The eyes must be open. Photographs measurement is shown on passport worksheet with this packet; Can be taken at Photo Shop off-base. Or ask Combat Camer a (253-5931) if they can take a baby’s picture.

❻ ____ Fee: **\$205.00 MONEY ORDER** payable to “American Embassy, Tokyo” in total – (\$100.00 for application for Consular Report of Birth Abroad, and another \$105.00 for U.S. Fee Passport. Money order is available at Post Office or Community Bank.

❼ ____ Affidavit of Paternity - In cases where the parents were not married at the time of the child’s birth, the U.S. citizen parent must complete Form DS-5507. You may see a legal assistance attorney to get an advice on this affidavit form if you desire.

❽ ____ A Letter of “Military History Assignment” certified by Unit Admin Officer may be required to prove the length of time of physical presence in the U.S. after being naturalized for a naturalized citizen father and non-U.S. citizen mother, OR in the case that the baby was born out -of-wedlock, as an evidence of the biological parents’ physical presence at the time of conception.

❾ ____ Parents who were not married at the time of the child’s birth also need to bring in evidence of their physical presence together at the time of the child’s conception (i.e. passport stamps, military travel orders) as well as proof of their relationship prior to the child’s birth (i.e. letters, photos)

Other ____ : _____

When you assemble the above applicable documents, **please set up appointment, ext 253-5594/1/2** (POC – Junko Sakamoto). Please bring your child for a notary public to identify. The time frame of the completion will be around four (4) weeks, but it may be longer sometimes by uncontrolled situations, and may vary. **Therefore, please do not make any confirmed travel plan, and do not purchase any non-refundable tickets.**

Thank you.