

CONSULAR REPORT OF BIRTH ABROAD (CRBA) & U.S. PASSPORT

(revised on July 27, 2022)

Congratulations on your newborn child! The Legal Assistance Office will help you claim U.S. citizenship for your newborn child (Consular Report of Birth Abroad) and U.S. Passport (NO-FEE or FEE). The social security number application for your child can be processed after issuance of the CRBA and U.S. Passport.

Please make an appointment with the Legal Assistance Office to apply for the CRBA and passport after you have gathered all required documents in the checklist below. Please note that your child and both parents are required to be present at the time of application, and you must bring the **ORIGINAL** documents.

Checklist:

- eCRBA:** Please follow the separate instruction on how to apply for eCRBA. This application is not official until you will see us in person and submit all required original documents)
- DS-11 (Passport Application).** This form must be submitted to a legal assistant by email prior to the date of appointment. Please visit <https://pptform.state.gov/PassportWizardMain.aspx> to generate DS-11.
- Proof of Child's Birth (one of below)**
 - Birth record issued by military physician if your child was born at a military hospital.
 - Certificate of Acceptance of Birth Notification (Shusseido Juri Shoumeisho) from the city hall, if your child was born at a Japanese hospital.
 - Family Register (Koseki Tohon) from the city hall after your child is registered (if a parent is Japanese).
- Parents' Marriage Certificate (one of below)**
 - Certificate of Acceptance of Marriage (Konin Todoke Juri Shomeisho) issued by the city hall if married in Japan.
 - Marriage Certificate (original or certified-copy) issued by the city, county, or state if married in the United States.
 - Family Register (Koseki Tohon) issued by the city hall if married in Japan (if a parent is Japanese)
 - Marriage Certificate (original or certified-copy) issued by the appropriate authority if married in another country with English translation.
- Proof of termination of ALL prior marriages for both parents.** Original or certified copies of divorce decree and/or death certificate for all prior marriages. Divorce decree must be issued by the court and include an embossed or wet seal.
- Evidence of Parent's U.S. Citizenship (one of below)**
 - Valid U.S. passport
 - Original U.S. birth certificate
 - Consular Report of Birth Abroad (Form FS-240/FS-1350)
 - Certificate of Naturalization / Certificate of Citizenship
 - Non-U.S. Citizen Parent: Valid Foreign Passport /or Koseki (In case PPT is not available for a Japanese parent)
- Evidence of physical presence in U.S. (one of below)** Only required if naturalized USC father is married to non-USC mother.
 - A Letter of "Military History Assignment" certified by your Unit Admin Officer.
 - Page 5 of SRB to prove the length of time of physical presence in the U.S.
- Affidavit of Paternity (DS-5507)** required when a USC father is not able to sign on the CRBA application.
- Child's Passport Photo.** One (1) color passport photograph of your child. Photo must be 2x2 inches, taken with a white background, and your child's eyes must be open. Photos can be taken at COMMSTRAT photo studio located at Building 1.
- U.S. Postal Service Money Order.** U.S. Postal Service money order for payable to "U.S. Department of State". Available at the Post Office or Community Bank. \$135.00
- Mailing Envelopes.** Three (3) Letter Pack envelopes from Japanese Post Office.