

# CONSULAR REPORT OF BIRTH ABROAD (CRBA) & U.S. PASSPORT (REV. July 15, 2024)

Legal Assistance Office: [Iwakuni\\_Legal\\_Assistance@USMC.MIL](mailto:Iwakuni_Legal_Assistance@USMC.MIL)

Note: The social security number application and no-fee passport for your child (if eligible) can be processed after issuance of the CRBA. A Special Issuance Passport is often **MANDATORY** under our SOFA with Japan. Tourist Passport is optional for Active Duty and Worldwide DoD employees.

## **Before the interview:**

A summary report for eCRBA must be submitted to a legal assistant prior to schedule an appointment for an interview. Instructions are on the reverse of this page. The online eCRBA is only a request to apply for the CRBA. eCRBA application instruction sheet for the eCRBA application is on the back of this sheet. . The CRBA applicaiton is not complete until all parties come to LSST in person and submit all required docuemnts. After you have received the summary report for eCRBA, please let LSST know.

## **At the interview** *\*Both birth parents AND child must be present at the CRBA Interview\**

- ✓ **Proof of Child's Birth (one of below) ORIGINAL document, not a copy**
  - Birth record issued by military physician if your child was born at a military hospital.
  - Certificate of Acceptance of Birth Notification (Shussei Todoke 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) ORIGINAL document, not a copy**
  - 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. Certified copy can only come from government office that issued the original.
- ✓ **Evidence of Parent's U.S. Citizenship (one of below) ORIGINAL document, not a copy**
  - 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) **Child born abroad to one U.S. Citizen parent and one non U.S. Citizen...on or after November 14, 1986. A child born outside of the United States to one U.S. Citizen parent and one non-U.S. Citizen parent may be entitled to citizenship providing the U.S. Citizen parent had been physically present in the United States or one of its outlying possessions for five years, at least two years of which were after s/he reached the age of fourteen. This period of physical presence must have taken place prior to the birth of the child. If only one of the parents is a U.S. citizen, he/she must bring proof of physical presence in the United States prior to the child's birth. Primary evidence that may establish your physical presence in the U.S. includes: transcripts from high school and/or college, wage statements, 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.

**Mailing Envelopes TWO (2)** Letter Pack envelopes from Japanese Post Office. More letter pack information on the back.

# Applying Online for a Consular Report of Birth Abroad (eCRBA)



1. Register for an account at MyTravelGov.  
<https://caprovservice.state.gov/c1/www/customer-portal/register/>
2. Complete your eCRBA application from.
3. Pay the e-CRBA fee (\$100) on-line.
4. Send a confirmation email from Dept of State or downloaded summary report to the Legal Assistant.
5. After a legal assistant verifies the submission/payment with the U.S. Embassy Tokyo, Legal Assistance Office will contact you to schedule an appointment for an in-person interview. (please allow 5 working days+ to verify the information with the U.S. Embassy Tokyo)  
\*Note: Although your interview will be held at the Legal Assistance Office in Iwakuni, please select U.S. Embassy Tokyo for an interview location if you are asked during on-line application process.

## Letter-pack Envelopes:

- Available at the 7-11 stores (at the cashier) by the north gate or JP Post Office.
- We recommend the red LetterPack+. This one is signature required. Both options will deliver in the same time frame and have tracking numbers. Please leave these blank, LSST will provide address stickers for you.

