

**E-FILING FOR CONSULAR REPORT OF BIRTH ABROAD (CRBA)  
& U.S. PASSPORT (NO-FEE or FEE) FOR ACCOMPANIED-TOUR FAMILY MEMBER**

(revised July 17, 2019)

Congratulations on your newborn baby! 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 must be applied upon the issuance of CRBA and U.S. Passport. Please review the diagram on the next page.

*In order to use E-CRBA, please see the [trifold brochure](#) on how to start the process. E-CRBA is the method that the USC parent(s) will create the form and pay the fee (\$100) on line. Upon the review by U.S. Embassy Tokyo, Legal Assistance Office will schedule you of the date to sign on actual CRBA FORM. Then, at appointment, please bring your child and the **ORIGINAL** documents listed below. For any questions, please call 253-5591/5592/5594.*

**For Consular Report of Birth Abroad (CRBA) – the proof of U.S. Citizenship for your child:**

- ① \_\_\_\_ Child's Birth Registration issued by a Japanese city/ward office if born in a Japanese hospital (Shusseido Juri Shoumeisho) or Birth Record issued by military physician if born at the Military hospital.  
In case of Japanese parent, Japanese Family Registration with child's birth (Koseki Tohon) will suffice.
- ② \_\_\_\_ Evidence of the parent(s) citizenship (U.S. or foreign) ---- the documents below:  
**U.S. Citizen parent:** Birth Certificate issued by Vital Statistics Officer in the U.S. **OR** U.S. Passport (valid); Naturalization Certificate **or** Certificate of Citizenship, if you are a naturalized citizen or a derived citizen.  
**NON-U.S. citizen parent:** Valid Foreign Passport (original)  
If the mother is Japanese and no passport is available – Japanese Family Registration (original) will suffice.
- ③ \_\_\_\_ Marriage Certificate issued by the State where your marriage **was registered**.  
In the case that one parent is Japanese and the marriage took place in Japan, her/his family registration (Koseki Tohon) stated on ① above will suffice. However, the marriage took place OUT of Japan, please bring the marriage certificate issued by the place of marriage.
- ④ \_\_\_\_ Evidence of the termination of any previous marriage(s) of the parent(s) - Official divorce/annulment decree, or death certificate issued by Government/Court. If it is lost, please contact the court/county where it was first issued.
- ⑤ \_\_\_\_ A Letter of "Military History Assignment" certified by Unit Admin Officer **OR** Page 5 of SRB may be required to prove the length of time of physical presence in the U.S., if naturalized USC father married to NON-USC mother.  
**OR** in the case that the baby was born out of wedlock, as evidence of the biological parents' physical presence at the time of conception.
- ⑥ \_\_\_\_ Affidavit of Paternity – in a case that USC father is not able to sign on the CRBA application.
- ⑦ \_\_\_\_ Self-Addressed envelope: For routine procedures by MPS, we will provide the envelope: 4~5 weeks for completion.  
For expediting and accuracy tracking, please purchase two (2) Letter Pack envelopes from Japanese Post Office off-base: Letter Pack LIGHT(blue)- ¥360x2 or Letter Pack PLUS (red) ¥510x2, for out-going and in-coming.

**FOR NO-FEE PASSPORT APPLICATION (Your child is eligible to get a no-fee passport):**  
**[You need to wait for the completion of Consular Report of Birth Abroad from U.S. Embassy.](#)**

- ⑧ \_\_\_\_ One (1) color passport photograph of the child with white background – 2x2 inches. The eyes must be open.  
It may be taken at a photo shop/booth off-base **OR** at Combat Camera at Bldg 1 (253-5931).
- ⑨ \_\_\_\_ Military Sponsor's original order to Japan to prove the accompanied tour to Japan

**OR FEE passport for your child (You can apply for a passport with CRBA at the same time).**

- ⑧ \_\_\_\_ One (1) color passport photograph of the child with white background – 2x2 inches. The eyes must be open.  
It may be taken at a photo shop/booth off-base **OR** at Combat Camera at Bldg 1 (253-5931).
- ⑨ \_\_\_\_ \$115.00 for regular passport fee - by postal or international money order payable to "U.S. Department of State."

*\* Our office is NOT responsible for enrolling your child in Tricare, obtaining Area Clearance, entering your child into DEERS, or a civilian employment database. It is recommended that you contact IPAC, human resources, Tricare, Manpower, and other agencies and departments as required by your unit or employer.*