

**E-FILING FOR CONSULAR REPORT OF BIRTH ABROAD (CRBA)
& U.S. PASSPORT (FEE) FOR UNACCOMPANIED-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 (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 (\$100.00) on line. Upon the review by U.S. Embassy Tokyo, you'll be notified to come to Legal Assistance Office to sign on actual CRBA FORM. When we call you for the CRBA form to be signed, please bring your child and the original documents listed below. For any questions, please call 253-5591/5592/5594.

- ① _____ 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 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, if the marriage took place OUT of Japan, please bring the marriage certificate issued by the State registrar where the marriage took place.
- ④ _____ Evidence of the termination of all 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 _____ One (1) color passport photograph of the child with white background – 2x2 inches. The eyes must be open.
It may be taken at Photo Shop off-base, at Cross-Road on base, OR ask Combat Camera (253-5931).
- ⑥ _____ U.S. Passport Fee: **\$115.00 Postal or International MONEY ORDER** - payable to "U.S. Department of State" for U.S. Fee Passport. The money order is purchased at the Post Office or Community Bank on base.
- ⑦ _____ A Letter of "Military History Assignment" certified by Unit Admin Officer **OR** Page 5 of SRB (Chronological history of assignment) 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, along with the form of DS-5507 listed below ⑧.
- ⑧ _____ Affidavit of Paternity (DS-5507) - In the case that the child was born out of wedlock, the U.S. citizen father must complete this form. You may ask for a legal advice from a legal assistance attorney on this affidavit if you desire.
- ⑨ _____ Parents who were not married at the time of the child's birth may need any 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).
- & _____ Self-Addressed envelopes (2): Japanese Postal Service for out-going and for in-coming is recommended in order to send the package to U.S. Embassy Tokyo and to receive it on safe. If you do so, please purchase two (2) Letter Pack envelopes from Japanese Post Office off-base: Letter Pack LIGHT(blue)- ¥360x2 or Letter Pack PLUS (red) ¥510x2.
If you choose MPS system to send it out, it will be a routine procedures by MPS, we will send it out once in a week.

** 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.*