



Applying for Report of Birth(CRBA), First U.S. Passport and SSN



***** BABY & BOTH PARENTS MUST BE PRESENT *****

Applications accepted by appointment only.

Location: Yokota Air Base BLDG.316 RM.121

- ❖ Call 225-9913 or email mie.tsukioka.jp@us.af.mil to request an appointment.
- ❖ Do not schedule appointments on RAPIDS ID Card Office or MPF SharePoint.
- ❖ Please follow the steps below. Each step requires a separate appointment unless you apply for both CRBA and Tourist Passport on the same day.

STEP 1: Consular Report of Birth Abroad (\$100) - Please select a payment method below

➤ DS-2029 Paper application (Postal Money Order Payment)

Go to <https://eforms.state.gov/Forms/ds2029.pdf>

Complete DS-2029 CRBA application form (Do not sign Page 4.). Print the page single sided. Submit the application with a \$100 U.S. Postal money order on the day of your appointment. No personal checks or cash will be accepted!

➤ DS-2029 Online eCRBA application (Online Payment)

You can apply for a CRBA electronically if you answer YES to all criteria on the following link.

<https://jp.usembassy.gov/services/citizenship-services/birth/online-crba-eligibility/>

Schedule your appointment a minimum of 5 business days after submission to allow payment processing to be completed. To make an eCRBA appointment, contact the Yokota Passport office and provide your child's name and DOB.

Documents to check/bring to appointment!

DS-2029 Paper application and a \$100 Postal money order or Completed eCRBA online payment and confirmation.

One of the birth documents listed below:

* **Original** Base Hospital Issued Birth Certificate

* **Original** Certificate of Acceptance of Birth Report if the baby was born in Japanese hospital

* **Original** Family Register-"KOSEKI TOHON" showing marriage and baby's birth if one of the parents is Japanese and the baby was born in Japanese hospital (Shohon not acceptable)

Original or **Certified** copy of Parent's Marriage Certificate

Parent's valid passports

Parent(s) without a passport will need to provide one of the following; **Original** U.S. Birth Certificate/CRBA/Naturalization Certificate/Citizenship certificate and a valid GOV issued photo identification

Original or **Certified** copies of Divorce Decrees for both parents issued by the court that include an embossed or wet seal (If applicable)

English translation for all foreign documents

Bring 1 copy of all documents above

1 Self-addressed Manila Envelope (9X12 or larger)

370 Yen postage fee for Japan Post

NOTE 1. All documents must be **ORIGINALS** and issued/stamped with an official seal.

NOTE 2. If only one of the parents is a U.S. citizen, it is highly advised to bring U.S. Citizen parent's proof of 5 years of physical presence in the United States prior to the child's birth for smooth processing.

NOTE 3. If one parent is unable to appear in person, notarized signed DS-3053 STATEMENT OF CONSENT and/or DS-5507 AFFIDAVIT OF PHYSICAL PRESENCE OR RESIDENCE, PARENTAGE AND SUPPORT with a photo copy of ID (front and back) must be submitted. Power of Attorney is NOT acceptable.

NOTE 4. Born out of wedlock. Please consult with Passport Office before making an appointment.

STEP 2: Passport – Select which passport option

➤ **1. Tourist Fee Passport-Optional (Personal passport for leisure travel)** Follow the below checklist for option 1 and submit with the CRBA application. You may apply for No-Fee Passport at a later time.

➤ **2. GOV No-Fee Passport (OCONUS assignments)**

Follow the below checklist for option 2 and complete the application form online after your child's CRBA is issued.

Documents to check/bring to appointment!

Option 1: Tourist Passport (\$135)

DS-11 Passport Application Form <https://pptform.state.gov/>

Please complete the application online before your appointment. POB: See Hospital Birth Certificate
SSN: 000-00-0000. Print single sided.

One Photo (2"x 2") in color, white background. Photo must be taken in the last 6 months.

Application Fee: \$135 (Only a postal money order will be accepted.)

Option 2: GOV No-Fee Passport (\$0)

DS-11 Passport Application Form <https://pptform.state.gov/>

Please complete the application online before your appointment. POB: See CRBA.

SSN: 000-00-0000. Print single sided. Enter the mailing address:

374FSS Passport Office AFN 436523, BLDG. 316 RM.121

City: Yokota AB, Tokyo, Country: Japan, Zip code: 1970001

- ORIGINAL Consular Report of Birth Abroad
- Tourist Passport (if applicable)
- Two Photos (2"x2"): We will issue AF IMT 833 upon request.
- Parent(s) valid DOD ID
- One photo copy of original CRBA, Tourist Passport (Photo page and Endorsement Page) and parent's ID front and back
- Active Duty Sponsor: PCS Orders and Automatic Command Sponsorship Letter
- DoD Civilian Sponsor: PCS orders and Employment Verification Letter with baby's name listed

STEP 3: SSN

➤ Submit after both CRBA and passport are issued. If you have a tourist passport, you may apply for both No-Fee Passport and SSN at the same time.

Documents to check/bring for appointment!

- SS-5 Application Form <https://www.ssa.gov/forms/ss-5.pdf>
- Original CRBA
- Signed baby's full validity (5 years) U.S. Passport (Print baby's name and sign a parent's name)
- Unexpired U.S. driver's license or passport of the parent who signs application form SS-5
- One photo copy of each original document