



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



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

Applications accepted by appointment only

- ❖ Call 225-8913 or email 374fss.fspd.passports@us.af.mil to request an appointment
- ❖ Location: Yokota Air Base, BLDG# 316, RM# 121
- ❖ Do not schedule appointments on RAPIDS ID Card Office or MPF SharePoint
- ❖ Please follow the steps below, and 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

- Option 1: DS-2029 Online eCRBA application (Online Payment)- Recommended!
 - ❑ 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
 - ❑ Send MyTravelGov confirmation to Yokota Passport Office by email and request an eCRBA appointment
- Option 2: 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, and print the page single sided
 - ❑ Submit the application with fee of \$100 U.S.
 - Postal money order on the date of your appointment
 - No personal checks or cash accepted!

Documents to check/bring for appointment!

- ❑ DS-2029 Paper application and \$100 Postal money order or completed eCRBA online payment confirmation report
- ❑ One of the birth documents listed below:
 - * Original Military Hospital issued birth certificate
 - * Original Certificate of Acceptance of Birth Report if the baby was born in a 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
- ❑ Parent's valid passports
 - * Parents without passports will need to provide each of the following:
 - * Original U.S. Birth Certificate/CRBA/Naturalization Certificate/Citizenship certificate and a valid GOV issued photo identification
- ❑ Original or Certified copy of parent's marriage certificate
- ❑ Original or certified copies of divorce decrees for both parents issued by the court and include an embossed or wet seal (If applicable)
- ❑ English translation for all foreign documents
- ❑ Bring 1 copy of all original documents
- ❑ 1 Self-addressed manila envelope (9X12 or larger)
- ❑ 370 Yen mailing fee (Only Japanese Yen will be accepted)



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 CRBA application. 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 CRBA is issued

Documents to check/bring for appointment!

- **Option1: 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
 - No adjustments can be made to the background
 - ❑ Application Fee: \$135 (Only a postal money order will be accepted)
- **Option2: 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:
 - "374 FSS 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 Valid DOD ID
 - ❑ One photo copy of original CRBA, Tourist Passport (Photo page and Endorsement Page) and parent's ID front and back
 - ❑ Military Sponsor: PCS Orders and Automatic Command Sponsorship Letter
 - ❑ DoD Civilian Sponsor: PCS Orders and Employment Verification letter with baby's name listed

STEP 3: Social Security Number

- 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

NOTE 1. All documents must be ORIGINALS and issued & stamped with an official sealed.

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.