

**REPORT OF BIRTH / NEW BABY PASSPORT**

**Appointment is needed – Passport Acceptance Agent – 263-4764**

**Websites: <http://tokyo.usembassy.gov> or <http://state.gov> 224-5000**

Childs Name (Last, First, MI): \_\_\_\_\_ Date: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Congratulations on your child's birth!**

Your new baby needs a Consular Report of Birth Abroad, a first passport and a Social Security number. It is important to start this process as soon as possible after your child is born. In the case of urgent, unexpected travel, your child will need a passport.

**Let's Get Started...**

**( ) Child must be enrolled in DEERS, if not please schedule an appointment prior to your passport appointment. Appointments are scheduled online at: <HTTPS://RAPIDS-APPOINTMENTS.DMDC.OSD.MIL>**

All birth, adoption, marriage, death or divorce certificates must bear the original seal, stamp or signature of the Official Custodian of the document. Original documents will be returned to you with your completed passport case

Please note: All documents not in English must be translated; you may do the translation yourself.

**Documents Needed**

**( ) Personal Appearance by Your Child:** Your child, even a newborn, must appear in the person at the time you make the application. There are no exceptions or waivers possible for this requirement.

**( ) Proof of Child's Birth:** In all cases the hospital birth certificate is required (off base it would be the Japanese *Shusshou Todoke Kisai Jiko Shomeiso, or if it is recorded on the Koseki Tohon*). If the original document is not in English, you will need to provide a translation.

**( ) If one parent is Japanese,** please submit their original Japanese Family Registry (Koseki Tohon). The baby should be added to this record. This must be translated to English.

**( ) Evidence of U.S. Citizen Parent's Physical Presence Together at Conception:** In some situations, such as if your child was conceived out-of-wedlock, we may ask for evidence of the biological parents' physical presence at the time of conception. Such evidence might include passports, military travel orders, leases, etc. In some complex cases, we may need to request a blood or DNA test.

**( ) Evidence of U.S. Citizen Parent's Physical Presence in the U.S.:** In some situations, how long one or both American parents lived in the U.S. can affect your child's acquisition of citizenship. If we have questions about this, you may be asked to bring in work, social security, tax, school or records to demonstrate the parent's period of physical presence in the U.S.

**( ) Parent(s) Proof of U.S. Citizenship:** Citizenship is proven though an **official birth certificate** or **naturalization/citizenship certificate**, a **Consular Report of Birth** and/or a **valid or expired (issued no more than 15 years ago) passport**.

**( ) If one parent is foreign national,** must submit original passport from country of citizenship.

**( ) Proof of Parents' Marriage:** You'll need to bring along your **official marriage certificate/license**; again, **originals only please**. All documents not in English must be translated; you may do the translation yourself.

**( ) Proof of Termination of All Prior Marriages of Parents:** Please bring along **official divorce** or **death certificates, originals only**. If you divorced in Japan, please provide a translation of your divorce decree.

**( ) Two Identical Photos:** Please make sure your child's eyes are *open* in the photo. There is a photo booth located near the vending machines outside the main PX (not recommended for newborns). If using photo booth, choose US Passport size and follow instructions. Cost ¥700. For Official passport photos, you may also contact VID. VID makes appointments online at: <https://www.vios-west.army.mil/> Visual information Center is located at Bldg 125.

( ) **Copy of ID card (Father, Mother, Child)** ALL ID cards must be copied with front and back of ID cards side by side on the front side of one sheet of paper. YOU WILL NEED TO PROVIDE THREE NOTORIZED COPIES OF THE ORIGINALS. PLEASE SEE LEGAL FOR ASSISTANCE.

**Forms Needed**

( ) **DS-2029 – Application for a Consular Report of Birth:** You can download form DS-2029. The most current authorized version will be found on travel.state.gov. If completed by hand, please print legibly. Please do not sign. **DO NOT PRINT DOUBLE SIDED.**

( ) **Affidavit for Child’s Name:** If you would like your child’s U.S. passport to be issued in her English name (Sarah Abigail Jones) instead of her Japanese name (Mariko Nakamura), please complete an Affidavit of the Newborn Child’s Name. **TWO NOTORIZED AFFIDAVITS REQUIRED, SEE LEGAL.**

( ) **DS-11- Passport Application:** Complete this application online the current authorized version can be found at <http://japan.usembassy.gov/e/acs/tacs-passports.html>. Enter applicant information. When finished, acknowledge and choose CREATE FORM, then PRINT. Application must have 2-D barcode in the top left corner. Do not sign this application. **DO NOT PRINT DOUBLE SIDED.**

( ) **DS-5507:** Born out-of-wedlock: If your child was born out-of-wedlock, or within six months of your marriage, there are some additional requirements to be met. If **one parent is absent**, this needs to be filled and notarized for the other parent to sign the **DS-2029**. The ID card used to notarize the DS 2029 must also be notarized.

( ) **Two-Parent Consent for Passport Issuance:** All applicants under the age of 16 must meet the requirements listed in the Law on Passport Applications for Minors. In most instances this means that **both parents must sign your child’s passport application**, even if one parent is not an American. **Both parents will see the Passport Acceptance Agent and sign together, in person. IF only one parent is available, then the available parent may sign in person and the other parent give his/her consent through completing and notarizing a DS-3053 – Statement of Consent.** You must also include a copy of other parent’s passport, and a copy of his/her ID card, front and back on one sheet of paper.

( ) **SS-5 – Social Security Number Application:** Please download and complete form SS-5-FS.

( ) **Fee For Birth Certificate:** The fee is \$100 for the Consular Report of Birth **Money Order required Payable to: U.S. Embassy Tokyo**

( ) **Fee for Tourist Passport:** The fee is \$105 for the Tourist passport **Money Order required Payable to: U.S. Embassy Tokyo** (please note: you may combine the fees into one money order)

**If applying for an official passport you will need the following in place of the Tourist passport fee:**

( ) **DD Form 1056 –** USFJ members seeking a “No Fee” passport must submit this form in lieu of the fee. Form must be typed and signed in **BLUE** ink. This form should be obtained from your unit S-1. Also, **we strongly encourage you to have the passport agent review your completed 1056 to ensure accuracy prior to obtaining command signature.**

( ) **Verification of Employment:** (ORB/ERB/HQ AJ 3788/MEMO w/DEROS; SRB) Civilians please see CPAC.

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**How Long Does It Take?** Once we have everything we need, processing time is normally about **six to eight weeks for Tourist Passports and eight to ten weeks for No-Fee Passports**, as all passports printing now must be done in the U.S. However, because computers break, typhoons happen and mail is sometimes delivered late, please don’t make any unchangeable travel plans until you have the new passport in hand.  
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I acknowledge Receipt of Passport # \_\_\_\_\_, signed my passport, and filled out the personal information page in pencil.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_