



If you have travel plans before March 13, 2026, please apply directly with the U.S. Embassy in Tokyo

IMPORTANT NOTES – READ FIRST:

- IF YOUR CHILD WAS BORN OUT OF WEDLOCK, PLEASE APPLY AT THE EMBASSY
- IF YOUR CHILD WAS BORN OUTSIDE OF JAPAN, PLEASE CONTACT THE CONSULAR SECTION IN THE COUNTRY WHERE THE CHILD WAS BORN
- BRING THIS CHECKLIST ON THE DAY YOU APPLY
- WE CANNOT ACCEPT YOUR APPLICATION IF ANY OF THE ITEMS ARE MISSING
- PLACE A NEXT TO THE DOCUMENTS YOU ARE BRINGING TO THE EVENT
- **THE CHILD AND PARENTS MUST BE PHYSICALLY PRESENT!**

#	Item	Complete?
1	CONSULAR REPORT OF BIRTH APPLICATION FORM (DS-2029) <ul style="list-style-type: none"> • Complete the eCRBA application and pay online: https://jp.usembassy.gov/services/citizenship-services/birth/online-crba/ 	<input type="checkbox"/>
2	APPLICATION FOR U.S. PASSPORT (DS-11) FORM ONLINE <ul style="list-style-type: none"> • Create the application form online: https://pptform.state.gov/ • Handwritten forms will not be accepted • Enter "000-00-0000" for the baby's Social Security Number • Print it out SINGLE-SIDED • DO NOT SIGN 	<input type="checkbox"/>
3	ORIGINAL PARENT-CHILD RELATIONSHIP DOCUMENT (BRING ONE OF THE ITEMS LISTED BELOW) <ul style="list-style-type: none"> • Birth Certificate from Military Base Hospital (<i>most common</i>) • Japanese Birth Certificate, Issued by a Municipal Office (<i>with translation</i>) • Japanese Family Register (Koseki), Showing the Child's Birth (<i>with translation</i>) 	<input type="checkbox"/>

5	<p>PARENTS' ORIGINAL MARRIAGE CERTIFICATE (BRING ONE OF THE ITEMS LISTED BELOW)</p> <ul style="list-style-type: none"> • U.S. Marriage Certificate, Issued by a City/County/State Government Office in the United States. The certificate must have a file date. <i>(NOTE: a church certificate is NOT acceptable.)</i> • Japanese Marriage Certificate, Issued by a Municipal Office <i>(with translation)</i> • Japanese Family Register (Koseki), Showing the Marriage <i>(with translation)</i> 	<input type="checkbox"/>
6	<p>ORIGINAL PROOF OF TERMINATION OF ALL PRIOR MARRIAGES (IF APPLICABLE)</p> <ul style="list-style-type: none"> • Divorce Decree(s) or Death Certificate(s) for all prior marriages • The original decree must be issued by a court. <i>(NOTE: the "what I got from the lawyer" document may not be the original divorce decree)</i> • Translation of requested documents if they are in a foreign language 	<input type="checkbox"/>
7	<p>ORIGINAL PROOF OF PARENT'S U.S. CITIZENSHIP (BRING ONE OF THE BELOW FOR EACH PARENT WHO IS A U.S. CITIZEN)</p> <ul style="list-style-type: none"> • U.S. Passport • U.S. Birth Certificate (must list parents' names) • Naturalization Certificate • Certificate of Citizenship 	<input type="checkbox"/>
8	<p>FOREIGN SPOUSE'S PASSPORT (IF APPLICABLE)</p>	<input type="checkbox"/>
9	<p>EVIDENCE OF PHYSICAL PRESENCE Examples of documentary evidence that may be considered to demonstrate physical presence include (but are not limited to) any of the following:</p> <ul style="list-style-type: none"> • Wage and tax statements (W-2) • Academic transcripts • Employment records • Records of honorable U.S. military service, employment with U.S. Government or certain intergovernmental international organizations • U.S. passport stamps may be considered a part of the evidence submitted but should not be the sole documentary evidence <p><i>NOTE: Drivers' licenses DO NOT constitute evidence of physical presence.</i></p>	<input type="checkbox"/>
10	<p>PARENTS' IDENTIFICATION (BRING ONE OF THE ITEMS LISTED BELOW FOR EACH PARENT)</p> <ul style="list-style-type: none"> • Passport, Valid or Expired • Military ID, Fully Valid • U.S. Driver's License, Fully Valid 	<input type="checkbox"/>
11	<p>IF EITHER PARENT IS NOT PRESENT AT THE TIME OF THE APPLICATION (BRING ALL THREE)</p> <ul style="list-style-type: none"> • Original, Notarized Form DS-3053 and • Copy of the ID used to sign the Form DS-3053 and • Original, Notarized Form DS-5507 	<input type="checkbox"/>
12	<p>PHOTOCOPIES</p> <ul style="list-style-type: none"> • Child's birth certificate 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Parents' marriage certificate • Proof of termination of prior marriage(s) (if applicable) • Proof of parent's U.S. citizenship for each parent who is a U.S. citizen • Foreign spouse's passport (if applicable) • Parents' IDs 	
13	SELF ADDRESSED (MPS) ENVELOPE <ul style="list-style-type: none"> • Letter size: 9 1/2 x 12 5/8" OR 10 x 15" • See sample below 	☐
14	PASSPORT PHOTO (2" x2" COLOR PHOTO ON WHITE BACKGROUND WITH <u>NO</u> EYE GLASSES) <ul style="list-style-type: none"> • Staple the four (4) corners of the photo to the passport application • This is ONLY required if applying for a passport on top of a CRBA 	☐
15	REQUIRED PASSPORT FEE <ul style="list-style-type: none"> • \$135 USD PASSPORT FEE, which MUST be paid on pay.gov; print out and bring your payment confirmation • This is ONLY required if applying for a passport on top of a CRBA 	☐

No Stamp
Required

PARENT'S NAME
FPO MAILING ADDRESS

SELF ADDRESSED (MPS) ENVELOPE

