U.S. Embassy Tokyo

CRBA & Passport Appointment Checklist

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

1. **Before Your Appointment**

☐ **Complete DS-2029** (Consular Report of Birth Abroad Application) online.

☐ **Upload all required documents** (with English translations, if needed) to eCRBA prior to your appointment.

☐ **Complete U.S. Residence History** (Physical Presence) section.

☐ **Complete DS-11** (Passport Application) online; print single-sided; handwrite any corrections. Use 000-00-0000 for SSN. https://jp.usembassy.gov/passports/children-under-16-first-time-and-renewal/

☐ **Pay fees online**: $100 (Report of Birth)
$135 (Passport Book). Print payment confirmation.

☐ **Schedule appointment** 5 + business days after payment.

2. **Who Must Attend**

☐ Child/Applicant

☐ Both parents (see special instructions if one parent cannot attend)

https://jp.usembassy.gov/services/citizenship-services/birth/report-of-birth-abroad-more-information/

3. **Documents to Bring (Original + 1 Photocopy, plus English translation if foreign language)**

☐ **Child's proof of birth** — Koseki Tohon, Shusshou Todoke Juri/Kisai Jiko Shomeisho, or U.S. military hospital birth certificate (Japanese hospital certificates alone are not accepted — register at city office first)

☐ **Parents' marriage certificate** — Koseki Tohon/Konin Todoke Juri Shomeisho (Japan), certified copy with file date (U.S.), or certified copy (other country)

☐ **Proof of termination of all prior marriages (both parents)** — original death certificate or certified divorce decree (embossed/wet seal required)

☐ **Evidence of parent's U.S. citizenship** (i.e. U.S. passport, birth certificate)

☐ **Evidence of physical presence in U.S.** — transcripts, wage statements, tax forms, passport stamps, or (military) LES/DD214

☐ **Proof of relationship (if unmarried at time of birth)** — evidence of presence together at conception + relationship proof (letters, photos, emails)

☐ **Both parents' valid photo ID (front & back)**; foreign national spouses bring passport

4. **Other Required Items**

☐ Signed "Statement of Parents for Child Without SSN"

☐ Passport photo (per U.S. passport photo requirements)

☐ One self-addressed LetterPack Plus/Light envelope (or MPS envelope for APO/FPO addresses)

☐ Printed payment confirmation for passport fee

5. **After Your Appointment**

☐ Apply for child's Social Security Number only after receiving the original CRBA and passport.

Note: All foreign-language documents need an English translation (translator need not be professional or notarized). Bring all originals uploaded to eCRBA to your interview.