

If you have travel plans any time **before Mar. 28, 2018**, please apply at the Embassy with an appointment.

FOR REPORT OF BIRTH AND PASSPORT

- ★ BRING THIS SHEET ON THE DAY YOU APPLY
- ★ WE CANNOT ACCEPT YOUR APPLICATION IF ANY OF THE ITEMS ARE MISSING
- ★ PLEASE DOCUMENTS YOU HAVE BROUGHT
- ★ IF THE CHILD WAS BORN OUT OF WEDLOCK, PLEASE APPLY AT THE EMBASSY WITH AN APPOINTMENT.
- ★ **THE CHILD AND PARENTS MUST BE PRESENT!**

	THINGS TO BRING	✓
1	CONSULAR REPORT OF BIRTH APPLICATION FORM (DS-2029) <ul style="list-style-type: none"> ▪ Print out from our website, SINGLE SIDED (Complete but do not sign) https://japan2.usembassy.gov/pdfs/ds2029-tokyo.pdf 	
2	APPLICATION DS-11 FORM ONLINE (PRINT OUT, SINGLE SIDED) <ul style="list-style-type: none"> ▪ Please create the application form online, and print out. https://pptform.state.gov/ ▪ Handwritten form will not be accepted. ▪ Enter "000-00-0000" for Social Security Number 	
3	CHILD'S ORIGINAL BIRTH CERTIFICATE (bring one of the below) <ol style="list-style-type: none"> 1 Birth Certificate from Military Base Hospital 2 Japanese Birth Certificate issued by the municipal office (with translation) 3 Japanese Family Register (koseki) showing child's birth (with translation) 	
4	AFFIDAVIT OF NAME (child with a Japanese parent) <ul style="list-style-type: none"> ▪ If the U.S. name should be different from name on Japanese Birth Report ▪ Print out from our website (Complete but do not sign) 	
5	PARENTS' ORIGINAL MARRIAGE CERTIFICATE (bring one of the below) <ol style="list-style-type: none"> 1 U.S. Marriage Certificate Original/"certified-copy" Marriage Certificate issued by city/county/state. NOT a church certificate. Please make sure your certificate has a file date. 2 Japanese Marriage Certificate issued by the City hall(with translation) 3 Japanese Family Register (koseki) showing Marriage (with translation) 	

CONTINUED TO BACK SIDE...

6	PROOF OF TERMINATION OF ALL PRIOR MARRIAGES (if applicable)	
	<ul style="list-style-type: none"> ▪ ORIGINAL divorce decree(s) or Death Certificate(s) for all prior marriages ▪ The "what I got from the lawyer" may not be the original Divorce Decree Please make sure it is the original decree issued by the Court ▪ Bring translation if document is in a foreign language 	
7	PROOF OF PARENT'S U.S. CITIZENSHIP (bring one of the below)	
	<ol style="list-style-type: none"> 1 ORIGINAL U.S. Passport 2 ORIGINAL U.S. Birth Certificate (must list parent's name) 3 ORIGINAL Naturalization Certificate 4 ORIGINAL Certificate of Citizenship 	
8	FOREIGN SPOUSE'S PASSPORT (if applicable)	
9	EVIDENCE OF PHYSICAL PRESENCE (if applicable)	
	<ul style="list-style-type: none"> ▪ If only one of the parent is a U.S. citizen, he/she must bring proof of 5 years of physical presence in the U.S. / History of Military Assignments (page 5) 	
10	PARENT'S MILITARY IDs	
11	(If either parent is not here)	
	<ul style="list-style-type: none"> - ORIGINAL NOTARIZED FORM DS-3053 and - COPY OF ID USED TO SIGN DS-3053 and - ORIGINAL NOTARIZED FORM DS-5507 	
12	PHOTO COPIES	
	<ul style="list-style-type: none"> - CHILD'S BIRTH CERTIFICATE - PARENTS MARRIAGE CERTIFICATE - PARENT'S DIVORCE DECREE / DEATH CERTIFICATE (if any) - COPY OF ONE OF THE ITEMS FROM #7 ABOVE (PROOF OF PARENT'S U.S. CITIZENSHIP) - FOREIGN SPOUSE'S PASSPORT - PARENT'S IDs – PARENT'S U.S. PASSPORTS <p style="text-align: center;">OR MILITARY IDs (FRONT AND BACK, SINGLE SIDED)</p>	
13	PHOTO (2"×2", COLOR PHOTO, WHITE BACKGROUND, NO EYE GLASSES)	
	*Staple the 4 corners of the photo to the application	
14	SELF ADDRESSED(MPS) ENVELOPE — LETTER SIZE: 9-1/2 x 12-8/5" OR 10 x 15"	
15	\$205 (ONLY BY POSTAL MONEY ORDER)	
	PLEASE PRINT YOUR NAME AND ADDRESS ON MONEY ORDER	
	PAYABLE TO: "U.S. DEPARTMENT OF STATE, PSC 471 BOX 1111 FPO, AP 96347"	

EMBASSY WEBSITE : <https://jp.usembassy.gov/>

★ If you wish to apply for the Report of Birth only, please bring everything except the passport application form, and picture. The money order must be **\$100.**