

If you have travel plans any time **before Dec. 7, 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"> <li>▪ Print out from our website, SINGLE SIDED (Complete but do not sign)  <a href="https://japan2.usembassy.gov/pdfs/ds2029-tokyo.pdf">https://japan2.usembassy.gov/pdfs/ds2029-tokyo.pdf</a></li> </ul>	
2	APPLICATION DS-11 FORM ONLINE (PRINT OUT, SINGLE SIDED) <ul style="list-style-type: none"> <li>▪ Create the application form online, and print out. <a href="https://pptform.state.gov/">https://pptform.state.gov/</a></li> <li>▪ <b>Handwritten form will not be accepted.</b></li> <li>▪ Enter "000-00-0000" for Social Security Number</li> </ul>	
3	CHILD'S <b>ORIGINAL</b> BIRTH CERTIFICATE (bring one of the below) <ol style="list-style-type: none"> <li>1 Birth Certificate from Military Base Hospital</li> <li>2 Japanese Birth Certificate issued by the municipal office (with translation)</li> <li>3 Japanese Family Register (koseki) showing child's birth (with translation)</li> </ol>	
4	AFFIDAVIT REQUESTING NAME CHANGE (child with a Japanese parent) <ul style="list-style-type: none"> <li>▪ If the U.S. name should be different from name on Japanese Birth Report, prepare an affidavit/statement signed by both parents explaining your particular situation and why you wish to change the child's name.</li> </ul> NOTE: Some name change may not be acceptable due to government regulations.	
5	PARENTS' <b>ORIGINAL</b> MARRIAGE CERTIFICATE (bring one of the below) <ol style="list-style-type: none"> <li>1 U.S. Marriage Certificate                Original/"certified-copy" Marriage Certificate issued by city/county/state.                NOT a church certificate. The certificate must have a <b>file date</b>.</li> <li>2 Japanese Marriage Certificate issued by the City hall(with translation)</li> <li>3 Japanese Family Register (koseki) showing Marriage (with translation)</li> </ol>	

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6	PROOF OF TERMINATION OF ALL PRIOR MARRIAGES (if applicable)	
	<ul style="list-style-type: none"> <li>▪ <b>ORIGINAL</b> divorce decree(s) or Death Certificate(s) for <b>all</b> prior marriages</li> <li>▪ The "what I got from the lawyer" may not be the original Divorce Decree The original decree must be issued by the Court</li> <li>▪ Bring translation if document is in a foreign language</li> </ul>	
7	PROOF OF PARENT'S U.S. CITIZENSHIP (bring one of the below)	
	<ol style="list-style-type: none"> <li>1 <b>ORIGINAL</b> U.S. Passport</li> <li>2 <b>ORIGINAL</b> U.S. Birth Certificate (must list parent's name)</li> <li>3 <b>ORIGINAL</b> Naturalization Certificate</li> <li>4 <b>ORIGINAL</b> Certificate of Citizenship</li> </ol>	
8	FOREIGN SPOUSE'S PASSPORT (if applicable)	
9	EVIDENCE OF PHYSICAL PRESENCE (if applicable)	
	<ul style="list-style-type: none"> <li>▪ 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)</li> </ul>	
10	PARENT'S MILITARY IDs	
11	(If either parent is not here)	
	<ul style="list-style-type: none"> <li>- ORIGINAL NOTARIZED FORM DS-3053 and</li> <li>- COPY OF ID USED TO SIGN DS-3053 and</li> <li>- ORIGINAL NOTARIZED FORM DS-5507</li> </ul>	
12	PHOTO COPIES	
	<ul style="list-style-type: none"> <li>- CHILD'S BIRTH CERTIFICATE</li> <li>- PARENTS MARRIAGE CERTIFICATE</li> <li>- PARENT'S DIVORCE DECREE / DEATH CERTIFICATE (if any)</li> <li>- COPY OF <b>ONE</b> OF THE ITEMS FROM #7 ABOVE (PROOF OF PARENT'S U.S. CITIZENSHIP)</li> <li>- FOREIGN SPOUSE'S PASSPORT</li> <li>- PARENT'S IDs – PARENT'S U.S. PASSPORTS</li> </ul> <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	<b>\$215 (ONLY BY POSTAL MONEY ORDER)</b>	
	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.**