

# BIRTH REGISTRATION CLASS



**USNH Birth Registration Office  
is responsible for assisting families in  
registering of every child born at US  
Naval Hospital Okinawa.**



**This presentation contains information  
that you will need to process your child's  
birth certificate and passport  
applications. It is very important you  
start this process right away.**

# WHERE CAN YOU PROCESS?

## ■ At Birth Registration Office in USNHO

- Requires TWO appointments

- ❖ 1<sup>st</sup>--- Document review by birth reg. tech

- ❖ 2<sup>nd</sup>--- Oath appointment

## ■ At US Consulate General Naha

- Make an appointment through:

<https://evisaforms.state.gov/acs/default.asp?postcode=NHA&appcode=1>

Note: USNHO Birth Registration Office is liaison with US Consulate Naha. All packages that our office process will be forwarded to the consulate and parents will pick-up Official Documents from our office.

# BIRTH REGISTRATION FLOW CHART

## OPTION 1

- Items to Apply
  1. **CONSULAR REPORT OF BIRTH ABROAD (CRBA) (\$100)**
  2. **TOURIST PPT (\$115)**
- Items Come From
  - State through US. Consulate
- Time Period
  - 6-8wks avg.
- Pick up Place
  - USNH Birth Registration Office

## OPTION 2

- Items to Apply
  1. **CRBA (\$100) ONLY**
- Items Come From
  - State Dept. through US. Consulate
- Time Period
  - 6-8wks avg.
- Pick up Place
  - USNH Birth Registration Office

***\*\*Social Security will be a self-apply process after issuance of CRBA and Passport.  
\*\*(You need a Passport & CRBA to apply for a SSN)***

# WHAT IS CRBA?

Consular Report of Birth Abroad (CRBA) is an official document that the child is a U.S. citizen.

A child born abroad to a U.S. citizen parent or parents may acquire U.S. citizenship at birth if certain statutory requirements are met. According to U.S. law, a CRBA is proof of U.S. citizenship and may be used to obtain a U.S. passport and register for school, among other purposes.

# IMPORTANT INFORMATION

- ALL REQUIRED DOCUMENTS MUST BE **ORIGINALS** OR **CERTIFIED COPIES** FROM THE COURTHOUSE
- DOCUMENTS WILL BE REVIEWED BY THE OFFICER AND BE RETURNED AFTER VERIFICATION
- AN UNSEALED COPY OR CERTIFIED COPY BY ANOTHER SOURCE IS NOT SUFFICIENT (EX: NOTARY PUBLIC, MILITARY PERSONNEL OFFICE, JAG OFFICER, ETC.)

# IMPORTANT INFORMATION (CONT.)

- IF A PARENT IS A NATURALIZED OR NONE-US CITIZEN, ADDITIONAL DOCUMENTATION MAY BE REQUIRED.
  - ***EVERY CASE IS DIFFERENT***
- ALL FOREIGN DOCUMENTS MUST HAVE AN ENGLISH TRANSLATION
- **BOTH PARENTS AND BABY** MUST BE PRESENT AT THE TIME OF THE INTERVIEW
- IF ONE PARENT IS DEPLOYED/TDY/TAD, ADDITIONAL DOCUMENTATION IS REQUIRED

**THE BIRTH REGISTRATION  
PROCESS  
TAKES APPROXIMATELY  
6-8 WEEKS FROM  
THE TIME YOUR PACKAGE  
IS RECEIVED  
AT THE CONSULATE AFTER  
OATH APPOINTMENT**

# VERY IMPORTANT

- **THE BIRTH REGISTRATION OFFICE IS NOT RESPONSIBLE FOR DISCREPANCIES FOUND ON THE CRBA AND/OR PASSPORT FORMS AFTER THE OATH IS ADMINISTERED**
- **ANY CORRECTIONS AFTER ISSUANCE OF CRBA AND/OR PASSPORT WILL COST:**
  - **ADDITIONAL \$215.00 FOR BOTH PASSPORT AND CRBA**
  - **ADDITIONAL \$100.00 FOR CRBA ONLY**
  - **WILL TAKE ANOTHER 6 TO 8 WEEKS**

# TRAVEL PLANS?

- **WE STRONGLY ADVISE AGAINST THE PURCHASE OF AIRLINE TICKETS FOR YOUR CHILD'S TRAVEL TO ANY DESTINATION PRIOR TO THE RECEIPT OF YOUR CHILD'S PASSPORT.**
- **WE CANNOT GUARANTEE THE RETURN DATE OF THE DOCUMENTS.**
- **THE CONSULATE WILL ONLY PROCESS EMERGENCY PASSPORTS WITH AN APPROVED RED CROSS MESSAGE OR IF A MEDICAL EVACUATION HAS BEEN INITIATED.**

# REQUIRED DOCUMENTS

## BIRTH CERTIFICATE

- CRBA application DS-2029 (online typed only)
  - <http://eforms.state.gov/>
  - (Keyword:[DS-2029](#))



U.S. Department of State  
APPLICATION FOR CONSULAR REPORT OF BIRTH ABROAD  
OF A CITIZEN OF THE UNITED STATES OF AMERICA

OMB NO. 1405-0011  
EXPIRES: 04/30/2019  
Estimated Burden: 20 minutes

Registration Number [ ]

A. THIS SECTION TO BE COMPLETED BY THE CHILD'S PARENT(S) OR GUARDIAN(S) OR THE CHILD (USE SECTION D CONTINUATION SHEET)

INFORMATION ABOUT THE CHILD

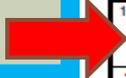
1. Name of Child in Full  
 [ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

2. Sex  M  F

3. Date of Birth [ ] / [ ] / [ ]  
 (month) (day) (year)

4. Place of Birth **Ginowan Japan**  
 [ ] (City) [ ] (Country)

Baby's Information



*Affidavit of Parentage Physical Presence and Support and submit it separately. The parent completing this application should provide as much information on the parent completing the Form DS 5507 as he or she has.*

INFORMATION ON MOTHER/FATHER/PARENT

5. Full Name  
 [ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

6. All Previous Legal Names Used  
 [ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

[ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

7. Sex  M  F

8. Date of Birth [ ] / [ ] / [ ]  
 (month) (day) (year)

9. Place of Birth  
 [ ] [ ] [ ]  
 (City) (State/Province) (Country)

10. Current Physical Address (Do not list P.O. Box)  
 (A.P.O. Address Permitted)  
 [ ]  
 (Address Line 1)  
 [ ]  
 (City, State/Province, Country, Postal Code)  
 [ ]  
 (Phone Number(s))  
 [ ]  
 (Email Address)

Use this address if Consular Report of Birth will be mailed?  Yes  No

1st Parent



INFORMATION ON MOTHER/FATHER/PARENT

11. Full Name  
 [ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

12. All Previous Legal Names Used  
 [ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

[ ] [ ] [ ]  
 (Last/Surname) (First) (Middle)

13. Sex  M  F

14. Date of Birth [ ] / [ ] / [ ]  
 (month) (day) (year)

15. Place of Birth  
 [ ] [ ] [ ]  
 (City) (State/Province) (Country)

16. Current Physical Address (Do not list P.O. Box)  
 (A.P.O. Address Permitted)  
 [ ]  
 (Address Line 1)  
 [ ]  
 (City, State/Province, Country, Postal Code)  
 [ ]  
 (Phone Number(s))  
 [ ]  
 (Email Address)

Use this address if Consular Report of Birth will be mailed?  Yes  No

2nd Parent



17. Mailing Address (if different from Current Physical Address) (Do not list a P.O. Box)  
 (You may list an A.P.O. address)  
 [ ]  
 (Address Line 1) [ ]  
 (City, State/Province, Country and Postal Code)







# REQUIRED DOCUMENTS

## BIRTH CERTIFICATE CONT.

- **Proof of parents' U.S. Citizenship (originals) Passport, Birth Cert., etc.**
- **Parents' Marriage Certificate (original or Certified Court Copies)**

# INSUFFICIENT DOCUMENTS

## BIRTH CERTIFICATES

- Hudson County, Jersey City, NJ
- California Short Form/Birth Abstracts
- Brunswick County, NC issued before May 1, 2009
- Texas Short-Form/Birth abstract issued before March 2003
- Puerto Rico Birth Certificates issued before July 1, 2010

## MARRIAGE CERTIFICATES

- Arizona
- Michigan
- Maryland
- North Dakota
- South Dakota
- Colorado
- OHIO

# REQUIRED DOCUMENTS

## BIRTH CERTIFICATE CONT.

- **Proof of termination of prior marriages - if applicable**
  - **Divorce Decree/s**
- **Child's Hospital issued Certificate of Birth (original)**
  - Internal Document Issued by USNHO after Child's Birth

<b>Certificate Of Birth</b>				<b>Date Of Issue:</b>			
<b>Childs Name:</b>							
(First)		(Middle)		(Last)			
<b>Sex:</b>		<b>BirthWeight:</b>		<b>Length:</b>			
(M or F)		(Lbs Ounces)		(Inches)			
<b>Single:</b> X	<b>Twin:</b>	<b>Triplet:</b>	1 <sup>st</sup> :	2 <sup>nd</sup> :	3 <sup>rd</sup> :	<b>Live:</b> X	<b>Stillborn:</b>
<b>BirthDate:</b>					<b>Hour:</b>		
(Day) (Month) (Year)					AM PM		
<b>Mother's Maiden Name:</b>						<b>Age:</b>	
(First)		(Middle)		(Last)			
<b>BirthPlace (City,State)</b>				<b>Residence:</b>			
<b>Mother's Occupation:</b>				<b>Race:</b>		<b>Citizenship:</b>	
<b>Military Rank:</b>							
<b>Father's Name:</b>						<b>Age:</b>	
(First)			(Middle)			(Last)	
<b>BirthPlace (City, State)</b>				<b>Residence:</b>			
<b>Father's Occupation:</b>				<b>Race:</b>		<b>Citizenship:</b>	
<b>Military Rank:</b>							
<b>Date Of Marriage:</b>					<b>Place: (City, State)</b>		
(Day) (Month) (Year)							
<b>Number Of Children With This Marriage:</b>				<b>Number Living (Including Present):</b>			
<b>Full Name Of Hospital (FPO Address):</b>							
U.S. NAVAL HOSPITAL, GINOWAN, OKINAWA, JAPAN							
<b>SIGNATURE OF ATTENDING PHYSICIAN:</b>				<b>SIGNATURE OF ADMINISTRATOR:</b>			
_____				_____			

# REQUIRED DOCUMENTS

## BIRTH CERTIFICATE CONT.

- Affidavit of child's name (if applicable)
- Affidavit of Paternity & Supportive documents (ONLY for absent parent)  
<http://206.130.125.51/pdfs/wwwf-ac-s-ds5507.pdf>
- **Physical cohabitation --- proof of conception, if applicable**
- Evidence of Physical Presence (If a parent is none US citizen)
- Fee \$100 Money order from Post Office/Community bank (made payable to the US EMBASSY)
- **Additional documents might be needed on a case by case basis**

# REQUIRED DOCUMENTS

## TOURIST PASSPORT (MINOR CHILD)

### ■ Passport Application DS-11

- Online typed only with **FORM FILLER**

<http://travel.state.gov/content/passports/english.html>

#### 1. Application For A U.S. Passport (DS-11)

- You should complete this form if you're [applying for the first time](#), you're applying for your [child who is under age 16](#) or you don't meet our requirements to renew your passport.



FORM FILLER



PDF

#### 2. Renewal Application (DS-82)

- You should complete this form if you meet our requirements to [renew your passport by mail](#). Keep in mind that children under age 16 cannot renew their passports.



FORM FILLER



PDF

#### 3. Data Corrections, Some Name Changes, and Limited-Validity Passports (DS-5504)

- You may be eligible to use this form if you need to [change or correct your passport](#), or you need to [replace a passport that was limited](#) to less than 10 years validity (which is the normal validity period for an adult's passport).



FORM FILLER



PDF

DS - 11

SSN

000 00 0000



# APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004  
OMB EXPIRATION DATE: 01-31-2017  
ESTIMATED BURDEN: 95 MIN



Attention: Read WARNING on page 1 of instructions  
 Please select the document(s) for which you are applying:  
 U.S. Passport Book     U.S. Passport Card     Both  
The U.S. passport card is not valid for international air travel. For more information see page 1 of instructions.  
 28 Page Book (Standard)     52 Page Book (Non-Standard)  
Note: The 52 page option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last: DOE  
 First: JOHN    Middle: JAMES  
 D     O     Dep    DOTS  
 End.#    Exp.

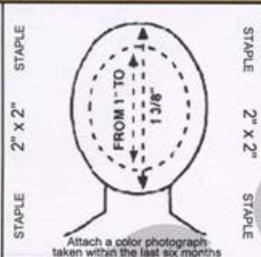
2. Date of Birth (mm/dd/yyyy): 03 12 2010    3. Sex:  M     F  
 4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.): GINOWAN, JAPAN

5. Social Security Number: 123 45 6789    6. Email: TESTEMAIL@GMAIL.COM    7. Primary Contact Phone Number: 080-154-23789

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB. 1-1-1 ROPPONGI MINATO-KU  
 Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, in Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)

City: TOKYO    State:    Zip Code: 1006719    Country, if outside the United States: JAPAN

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)  
 A. JOHNATHAN JOHNSON    B.



**STOP! CONTINUE TO PAGE 2**  
**DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT**

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)  
 Driver's License     State Issued ID Card     Passport     Military     Other

Name: \_\_\_\_\_  
 Issue Date (mm/dd/yyyy): \_\_\_\_\_ Exp. Date (mm/dd/yyyy): \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
 ID No: \_\_\_\_\_ Country of Issuance: \_\_\_\_\_

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)  
 Driver's License     State Issued ID Card     Passport     Military     Other

Name: \_\_\_\_\_  
 Issue Date (mm/dd/yyyy): \_\_\_\_\_ Exp. Date (mm/dd/yyyy): \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
 ID No: \_\_\_\_\_ Country of Issuance: \_\_\_\_\_

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

Name of courier company (if applicable) \_\_\_\_\_ Facility ID Number \_\_\_\_\_  
 Facility Name/Location \_\_\_\_\_ Agent ID Number \_\_\_\_\_  
 Signature of person authorized to accept applications \_\_\_\_\_ Date \_\_\_\_\_  
 X Applicant's Legal Signature - age 16 and older  
 X Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)  
 X Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

DS - 11

Name of Applicant (Last, First, & Middle)			Date of Birth (mm/dd/yyyy)				
DOE, JOHN JAMES			03/12/2010				
10. Parental Information			Last Name (at Parent's Birth)				
Mother/Father/Parent - First & Middle Name			BUCK				
MARTHA			At Parent's Birth				
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex		U.S. Citizen?	
01 01 1970		USA		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mother/Father/Parent - First & Middle Name			Last Name (at Parent's Birth)				
JACK			DOE				
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex		U.S. Citizen?	
02 02 1970		USA		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have you ever been married? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, complete the remaining items in #11.							
Full Name of Current Spouse or Most Recent Spouse			Date of Birth (mm/dd/yyyy)		Place of Birth		
U.S. Citizen?		Date of Marriage		Have you ever been widowed or divorced?		Widow/Divorce Date	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		(mm/dd/yyyy)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		(mm/dd/yyyy)	
12. Additional Contact Phone Number			13. Occupation (if age 16 or older)		14. Employer or School (if applicable)		
15. Height		16. Hair Color		17. Eye Color		18. Travel Plans	
6ft. 6in.		RED		GRAY		Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited	
						08/08/2015 08/18/2015 AUSTRALIA	
19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.							
Street/RFD # or URB (No P.O. Box)						Apartment/Unit	
1776 AMERICA DRIVE						100	
City				State	Zip Code		
IDAHO FALLS				ID	83401		
20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.							
Name		Address: Street/RFD # or P.O. Box				Apartment/Unit	
RICHARD SMITH		1218 LIBERTY LANE				123	
City		State	Zip Code	Phone Number		Relationship	
LAS VEGAS		NV	999999	201-258-4568		Relationship to Child	
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the remaining items in #21.							
Name as printed on your most recent passport book			Most recent passport book number		Most recent passport book issue date (mm/dd/yyyy)		
Status of your most recent passport book: <input checked="" type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)							
Name as printed on your most recent passport card			Most recent passport card number		Most recent passport card issue date (mm/dd/yyyy)		
Status of your most recent passport card: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)							
PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY							

# REQUIRED DOCUMENTS

## TOURIST PASSPORT (MINOR CHILD)

- Fee \$115 Money order from Post Office/Community bank made payable to the U.S. EMBASSY (Money Order can be combined if you are getting together \$215.00)
- 1-identical Passport photos
  - 2"x2" inches, white plain back ground, nobody else but applicant
- Statement Consent for non-applying parent (ONLY for absent parent)
- In the event one parent cannot attend (if they are outside of Japan), a notarized statement of consent along with a photocopy of an ID must be submitted at the time of application. The consent must be submitted within three months of notarization, after birth.

<http://www.state.gov/documents/organization/212243.pdf>

# COMMON SHOW STOPPERS

- NOT HAVING ALL OF THE REQUIRED DOCUMENTS
- SUBMITTING DOCUMENTS THAT ARE NOT ORIGINAL OR NOT SUFFICIENT
- MONEY ORDER AMOUNT IS NOT EXACT
- NOT HAVING APPLICABLE DOCUMENTS (i.e., IF BOTH PARENTS ARE NOT PRESENT AT TIME OF INTERVIEW)
- NOT HAVING BOTH PARENTS AND BABY AT THE INTERVIEW
- NOT HAVING BABIES PASSPORT PHOTO

# ADDITIONAL INFORMATION

- **DEERS ENROLLMENT-** YOU WILL NEED YOUR DISCHARGE SUMMARY THAT YOU RECEIVE FROM THE HOSPITAL. ALL PERSONNEL OFFICES ARE DIFFERENT SO WE ADVISE YOU TO TAKE THE ENTIRE FOLDER. IF CHILD WAS BORN OFF BASE, PLEASE CONTACT YOUR PERSONNEL OFFICE FOR UP-TO-DATE REQUIREMENTS.
- **TRICARE ENROLLMENT-** AFTER YOU HAVE VISITED DEERS AND YOUR CHILD IS ENROLLED, PLEASE VISIT ANY TRICARE OFFICE TO ENROLL YOUR CHILD IN TRICARE.

# LOST OR REPLACEMENT OF DOCUMENTS

- TO REACQUIRE LOST OR MISPLACED ORIGINAL DOCUMENTS FROM THE U.S., A GOOD SOURCE WOULD BE:

<http://www.vitalchek.com> or 800-255-2414

- *THIS ALLOWS YOU TO REQUEST BIRTH, DEATH, DIVORCE DECREE, AND MARRIAGE CERTIFICATES ONLINE, BY PHONE, MAIL, AND FAX*
- IF YOUR CITY/COUNTY DOES NOT USE VITALCHEK, YOU WILL HAVE TO CONTACT THE COURT HOUSE DIRECTLY.

# QUESTIONS?

