

Making Your New Baby "Official"

(From Registration of Birth Abroad, Passport, Social Security Card, and Command Sponsorship)

STEP 1

* Do not proceed to next step, until you complete Step 1.

Fill out paperwork from Birth Registration Section at Patient Administration Department, for unofficial Birth Certificate
Tel: 243-5252

* Note: Takes 1 week to receive hospital birth certificate

Go to Customer Service at Personnel Support Detachment (PSD), to update Page 2 and enroll Baby into DEERS.

Go to your command for Child Care Certificate paperwork for shipboard single and/or dual military parents.

* Note: Allow 2-3 working days to update in the system.

Enroll baby into TRICARE
Tel: 243-9528

* Note: Baby is Tricare Prime eligible for 60 days after birth. On the 61st day baby becomes Tricare Standard eligible. Please enroll baby into Tricare Prime prior to the 20th of the month.

STEP 2

* Do not proceed to next step, until you complete Step 2.

Registry of Birth Abroad and Tourist Passport—PSD or U.S. Embassy

***Both parent and child's presence at the PSD and or at the US Embassy is required!!!**

Application at PSD—appointments only! Tel: 243-8466

Need Original:

- Hospital Birth Certificate
- Both parent passports or birth certificate
- Original Marriage License
- Naturalization Certificate (if applicable)
- Proof of Termination of all prior marriages
- Koseki Tohon/Family Register (if applicable)
- Fee \$65 for Birth Abroad
- Application form DS 2029
- Fee \$82 for tourist passport
- Baby passport photo 2x2 inchesx2 (eyes opened!)
- Letter of dependency for Active Duty
- Letter of employment for civilians
- Passport application form DS-11
- Parents copy of ID (front and back)

* All documents must have English translation.

*Note: Birth Abroad and tourist passport; total price will be \$147.

Payment at PSD—money order. Payment at U.S. Embassy—credit card or cash. (Website: <http://tokyo.usembassy.gov/>)

STEP 3

* Do not proceed to next step, until you complete Step 3.

Pick up "Official" No-Fee passport package from PSD.

PSD → Washington D.C. (Takes approximately 3-6 months)

No-Fee Passport

Purpose: for Active Duty and family member(s) staying in Japan for ≥ 6 months.

Need Original:

- Registry of Birth Abroad Certificate
- No-fee passport authorization form (DD1056)
- Baby passport photo x 2
- baby's tourist passport (if applicable)
- Passport application form (DS11)
- Letter of dependency
- Parents' ID cards

STEP 4

* Congratulations! Once you complete this step your baby is now "Official"

Application for Social Security Card

- Send to Philippines
- Utilize **Form SS5-FS (10-2003)**
- Certified true copies of all documents
Public Notary at NLSO

Website: <http://www.ssa.gov>

*Note: Highly recommended to send via "Registered Mail" with return receipt via US Postal Service. Mail to:

**U.S. EMBASSY
VARO-SSAD
FPO AP 96515
Tel: 63-2-526-5936**

Command Sponsorship of Newborn Baby

- Follow COMNAVFORJAPANINST 1300.1T, Tel: 243-7953
- Complete USNH Yokosuka Command Sponsorship Examination packet, Tel: 243-5349

* Note: Only first child needs to be command sponsored, all subsequent children are automatically command sponsored. *** End of Report ***