Making Your Newborn Baby “Official”
(Registration of Birth Abroad, Passport, Social Security Card, and Command Sponsorship)

- Families from other military bases, please contact your Passport or Legal office for the application procedure.

STEP 1
Fill out paperwork from Birth Registration Section at Patient Administration Department, for unofficial Birth Certificate
Tel: 243-5252
* Note: Takes one week to receive hospital birth certificate

Go to your command PSD (for USNH-Yokosuka personnel, go to HRD) to update Page 2 then go to PSD and enroll Baby into DEERS.

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

Enroll baby into TRICARE
Go to TRICARE office at USNH-Yokosuka 1st floor
Tel: 243-9528
* Note: Baby is Tricare Prime (if eligible) for 120 days after birth. If not otherwise enrolled, on the 121st day, baby becomes Tricare Standard (if eligible) and will be seen on a space available basis only at USNH-Yokosuka

STEP 2
Application of Consular Report of Birth Abroad, Tourist Passport and Social Security Card----U.S. Embassy, Tokyo

Application at U.S. Embassy, Tokyo—APPOINTMENTS ONLY!
Appointments are available Monday-Friday 8:45-11:45 a.m. and 2:00-3:45 p.m., except Wednesday afternoons and on Japanese and U.S. public holidays.
Please make an appointment via U.S. Embassy website: http://tokyo.usembassy.gov

STEP 3
Application for No-Fee Passport
- Apply for No-Fee Passport if you are staying in Japan for more than 6 months.
- Please pick up No-Fee Passport application package from PSD Passport office, Yokosuka.
- For more information, please call the Yokosuka Passport office at 243-8466.
  (To receive the no-fee passport, it will take approximately 3-6 months)

Command Sponsorship of Newborn Baby
- Follow COMNAVFORJAPANINST 1300.1V
- Complete USNH Yokosuka Command Sponsorship Examination packet; Tel: 243-5349
* Note: Child born to dual military parents is not automatically command sponsored. Please see your command admin for command sponsorship requirements within 90 days of child’s birth.

Child born to single military parent will be command sponsored as of the date of birth, provided the member initiates a request NLT 90 days with their chain of command.

If spouse is command sponsored; child will automatically be command sponsored.