

REQUEST FOR REPORT OF BIRTH ABROAD

INSTRUCTIONS

1. Print and complete this form (including signature).
2. Print and complete the Consular Vital Record Search Request Form (including signature).
3. Make a copy of your driver's license or your government-issued identification card. (When making a copy of your ID, enlarge and lighten it to aid identification.)
4. Send ALL documents (this one, the search request form and your photocopied ID) to VitalChek Network, Inc., P O Box 1703, Brentwood, TN 37024-1703. (Express courier is recommended for expedited service and tracking.)

PURCHASER INFORMATION

Certificate Holder's name at Birth: _____

Daytime Telephone: _____ Email Address: _____

I authorize VitalChek Network, Inc. to obtain a copy of my record of birth abroad for delivery to me.

Signature: _____

ORDER INFORMATION

Certificate of Record of Birth (DS-1350) Fees are per person and multiple copies are available.

State Department Certificate Fee \$30.00

Shipping & Handling Fee (Including Express
Courier Service for Domestic or International
Delivery) \$63.85

Additional Copies (\$20 each) _____

Total _____ This amount will be charged to your credit card.

Please initial here _____ (REQUIRED)

PAYMENT INFORMATION

Method of payment (circle one): Visa / MasterCard / Amex / Discover

Credit Card Number _____ Expiration Date _____

NOTE TO CONSUMERS

- ALL REQUESTS MUST BE NOTARIZED BY A CERTIFIED NOTARY AND INCLUDE A PHOTOCOPY OF A VALID PHOTO IDENTIFICATION.
- All sales are final.
- Additional information may be required by the State Department for the fulfillment of this order.
- Form FS-240 and the form for Amending Correcting Consular Report of Birth each have additional information requirements. Please contact VitalChek directly at 1.866.550.1850 to order either of these items.
- Forms must bear the authentic signature of the applicant or legal guardian.
- Neither Post Office Boxes, APO, nor FPO addresses are acceptable for delivery address.
- A signature will be required at delivery.
- VitalChek Network, Inc. is not responsible for delays in processing due to inaccurate or incomplete applications, declined payments, issues surrounding proof of identity, or third party delays.
- Request volume and workload of State Department personnel may affect order processing time.

CONSULAR VITAL RECORD SEARCH REQUEST FORM

THIS FORM MUST BE NOTARIZED AND ACCOMPANIED BY A COPY OF THE APPLICANT'S VALID PHOTO ID.

DATE: _____ PURPOSE OF REQUEST: _____

NAME AT BIRTH / DEATH / MARRIAGE: _____

NAME AFTER ADOPTION (IF APPLICABLE): _____

DATE OF BIRTH / DEATH / MARRIAGE: _____

COUNTRY OF BIRTH / DEATH / MARRIAGE: _____

FATHER'S NAME: _____

DATE & PLACE (STATE/COUNTRY) OF FATHER'S BIRTH: _____

MOTHER'S MAIDEN NAME: _____

DATE & PLACE (STATE/COUNTRY) OF MOTHER'S BIRTH: _____

**IF YOU POSSESS A REPORT OF BIRTH/DEATH OR CERTIFICATE OF WITNESS TO MARRIAGE,
PLEASE ENCLOSE A COPY TO AID IN OUR FILE SEARCH.**

PASSPORT - FIRST ENTRY INTO THE UNITED STATES

CURRENT PASSPORT INFORMATION

NAME OF BEARER: _____ NAME OF BEARER: _____

DATE OF ISSUANCE: _____ DATE OF ISSUANCE: _____

PASSPORT NUMBER: _____ PASSPORT NUMBER: _____

DATE OF INCLUSION: _____
(IF PASSPORT WAS NOT ISSUED TO THE SUBJECT)

SIGNATURE: _____
(SUBJECT, PARENT, OR GUARDIAN)

ADDRESS: _____

DAYTIME TELEPHONE: _____

NOTICE: If you are requesting an amendment or correction to a Consular Report of Birth Abroad, please include certified copies of all documents appropriate for effecting the change (i.e., foreign birth certificate, marriage certificate, court ordered adoption or name change, birth certificates of adopting or legitimating parents, etc.). The original or replacement FS-240, or a notarized affidavit concerning its whereabouts also must be included.

PLEASE INDICATE THE NUMBER OF DOCUMENTS DESIRED

- REPORT OF BIRTH (FS-240) (\$30.00 ONE REPLACEMENT ONLY): _____ (NOTE: Request for an FS-240 MUST include the original FS-240 or a notarized affidavit attesting to its disposition.)

For the following documents \$30.00 for first copy; \$20.00 for each additional copy:

- CERTIFICATION OF BIRTH (DS-1350)..... (MULTIPLE COPIES AVAILABLE): _____
- REPORT OF DEATH..... (MULTIPLE COPIES AVAILABLE): _____
- CERTIFICATE OF WITNESS TO MARRIAGE..... (MULTIPLE COPIES AVAILABLE): _____
- CERTIFICATION OF NO RECORD..... (MULTIPLE COPIES AVAILABLE): _____

RETURN THIS (ORIGINAL) REQUEST FORM TO:

Passport Services, VitalChek Network, Inc., P O Box 1703, Brentwood, TN 37024-1703