



## REQUEST FOR CONSULAR REPORT OF BIRTH ABROAD (must be completed & signed)

Record request  
generated by  
[www.VitalRec.com](http://www.VitalRec.com)

### INSTRUCTIONS

1. Print, complete & sign both the Request for Consular Report of Birth Abroad (this form) and the Consular Vital Record Search Request.
2. Make a copy of your current, valid driver's license or your government-issued photo-identification card (front and back if necessary).
  - Enlarge photocopies by approximately 200%, and lighten by 2 shades, to ensure a clear and legible copy.
  - Ensure your full name, address, signature, license or identification number, and expiration date are clearly visible on the photocopy.
3. Have the Consular Vital Record Search Request form notarized by a Certified Notary Public.
4. Send ALL documents (Request for Consular Report of Birth Abroad, Consular Vital Record Search Request, and your photocopied ID) to the following address (*express courier shipping is recommended for expedited service and tracking purposes*):

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

### **PURCHASER INFORMATION**

<b>Full Name Shown on Certificate:</b>	
<b>Full Name of Purchaser:</b>	<b>Relationship to person named on Certificate</b>
<b>Contact Phone:</b>	<b>Contact Email:</b>
I authorize VitalChek Network Inc. to obtain a copy of my Consular Report of Birth Abroad for delivery to me:	
<b>Signature:</b>	<b>Date:</b>

### **ORDER INFORMATION**

<b>Certificate:</b> Consular Report of Birth Abroad (FS-240)	Fees are per person, and multiple copies are available
<b>State Department Certificate Fee:</b> \$50.00	
<b>Shipping &amp; Handling Fee:</b> \$62.85	Includes Express Courier Service for Domestic or International delivery
<b>Additional Copies:</b> _____ # of copies for total of \$ _____	\$50.00 each
<b>TOTAL:</b> \$ _____	This amount will be charged to your credit card

### **PAYMENT INFORMATION**

<b>Credit Card:</b> <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express <input type="radio"/> Discover	
<b>Card Number:</b>	<b>Expires:</b>
<b>Cardholder's Name (print):</b>	
<b>Cardholder's Signature:</b>	<b>Date:</b>
<b>Cardholder's Address:</b>	

### **IMPORTANT NOTES:**

- Additional information may be required by the State Department for the fulfillment of this order. Please review the Consular Vital Record Search Request form for details.
- VitalChek is not responsible for delays in processing due to inaccurate or incomplete applications, declined payments, issues surrounding proof of identity, third party delays, or delays due to request volume and workload of State Department personnel.
- Post Office Boxes, APO or FPO addresses are not acceptable for delivery address information. A signature will be required at delivery.
- All sales are final, and all forms must bear the authentic signature of the applicant or legal guardian.



**CONSULAR VITAL RECORD SEARCH REQUEST**  
**(must be completed, signed & notarized)**

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**DOCUMENT INFORMATION**

FS-240 – Consular Report of Birth Abroad

This form indicates a birth occurred overseas, and is typically acceptable as legal proof of birth and U.S. citizenship.

# of copies \_\_\_\_\_ \$50.00 for 1<sup>st</sup> copy, \$50.00 for each additional copy

**CERTIFICATE INFORMATION**

<b>Request Date:</b>	<b>Purpose of Request:</b>
<b>Full Name on Certificate:</b>	
<b>If Adopted, Full Name After Adoption:</b>	
<b>Date of Birth:</b>	<b>Country of Birth:</b>
<b>Father's Full Name:</b>	
<b>Mother's Full Name (Maiden Last Name, before married):</b>	
<b>Country of Father's Birth:</b>	<b>Country of Mother's Birth:</b>

**AUTHORIZATION & SHIPPING INFORMATION**

<b>Signature of Certificate Holder (or Parent/Guardian of Certificate Holder under age 18):</b> _____	
<b>Shipping Address:</b> (no PO Boxes, APO or FPO addresses)	
<b>City:</b>	<b>State / Province:</b>
<b>Country:</b>	<b>Zip / Postal Code:</b>

**NOTARY INFORMATION**

Subscribed and Sworn to or Affirmed Before Me This _____ Day of _____, 20____	
<b>Notary Signature:</b> _____	<b>Commission Expires:</b> _____
<b>Notary Seal:</b>	