



# REQUEST FOR CONSULAR REPORT OF BIRTH ABROAD

(must be completed & signed)

## INSTRUCTIONS

1. Print, complete and sign both the Request for Consular Report of Birth Abroad (this form) and the Consular Vital Record Search Request. (We are unable to process double-sided applications. Please print single-sided.)
2. Make a copy (front and back if necessary) of your current, valid government-issued photo-identification card:  
*Valid or expired, undamaged U.S. passport book or passport card • In-state, fully valid driver's license or enhanced driver's license with photo • Certificate of Naturalization • Certificate of Citizenship • Government employee ID (city, county, state, or federal) • U.S. military or military dependent ID • Prison or inmate ID • Current (valid) foreign passport • Matricula Consular (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant • U.S. Permanent Resident Card (Green Card) - commonly used by a parent of a U.S. citizen child applicant • Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards) • Enhanced Tribal Cards and Native American tribal photo IDs • Other documents: In-state, fully valid learner's permit with photo, In-state, fully valid non-driver ID with photo, and temporary driver's license with photo. Note: you may be asked to present an additional ID when presenting one of these 3 documents.*
  - Enlarge photocopies by approximately 200%, and lighten by two shades, to ensure a clear and legible copy.
  - Ensure your full name, address, signature, license or identification number, and exp. 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., PO Box 222130, El Paso, TX 79913**

## APPLICANT INFORMATION

<b>Full Name Shown on Certificate:</b>	
<b>Full Name of Applicant:</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 the Consular Report of Birth Abroad. <i>Signature of Certificate holder or parent/guardian of Certificate holder under age 18:</i>	
<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> \$69.53	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:

- The processing time to receive your Consular Report of Birth Aboard from the U.S. State Department is four to eight weeks.
- 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 Offices Boxes, APO or FPO addresses not acceptable for delivery address information. A signature is required at delivery.
- Please do not include a pre-paid express mail envelope with your request. This will cause a delay in 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)

### INSTRUCTIONS

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2. Make a copy (front and back if necessary) of your current, valid government-issued photo-identification card (State-issued driver's license or non-driver photo ID, U.S. military or military dependent ID, Current (valid) U.S. or foreign passport, Government employee ID (federal, state, municipal), Prison or inmate ID, Matricula Consular (Mexican Consular ID), Legal Permanent Resident card)
  - Enlarge photocopies by approximately 200%, and lighten by two 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. This form (Consular Vital Record Search Request) **must be 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., PO Box 222130, El Paso, TX 79913**  
(Please do not include a pre-paid express mail envelope with your request. This will cause a delay in delivery.)

### DOCUMENT INFORMATION

<input checked="" type="checkbox"/> <b>FS-240 – Consular Report of Birth Abroad</b> 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
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### 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>	