

Record of Birth Abroad Worksheet

Please follow the instructions and provide the following information:

1. Hit the print button on your browser to print the worksheet
- 2.. Fill out the entire worksheet below
3. Sign the worksheet form .
6. Please legibly fill out the order form
7. Sign the Consular Vital Record Search Request Form **in front of notary.**
8. Make a copy of your driver's license or your state issued identification card (if available)
9. Mail forms (worksheet, search request form & copy of personal id) to the address below.

We highly recommend FedEx for tracking purposes.

Where to mail:

USA Birth Certificate Bureau

1017 L Street # 439

Sacramento, CA 95814

Phone: 1-888-342-6501

FAX: 916-448-5718

Certificate Holders Name at Birth _____

Daytime Telephone _____

E-Mail Address _____

I authorize Official US Birth Certificate Bureau or any of its agents to obtain my Record of Birth Abroad for me.

Signature _____

Certificate of Report of Birth (DS-1350)

Fees Per Person (Multiple Copies Available)

Department of State Fee	\$50
Our Service Fee	\$49
FedEx Fee	\$40
Sub Total	\$
Add. Copies (\$20)	_____
Total	_____

All money orders and cashiers checks are paid to Official US Birth Certificate Bureau

Method of Payment (check one) Amount Enclosed \$ _____

___ **Visa** ___ **Master Card** ___ **Discover** ___ **Cashiers Check** ___ **Money Order**

Credit Card # _____ **Expires** _____ **Money Order #** _____

All Sales Final

Note to applicant:

You may be contacted by the Department of State if additional information is required.

FS-240 and Amending Correcting Consular Report of Birth have additional requirements. Please contact us directly to order these items

Both forms must bear the true and correct signature of the applicant or legal guardian.

You must list the physical street address (No APO's or PPO's or PO Boxes) where someone can sign for the Record of Birth Abroad.

OfficialUSBirthCertificateBureau.com is not responsible for delays in processing due to incomplete applications, declined credit cards, proof of identity, or delays from off site repositories.

I understand that delays in processing may occur due to volume and workload at the Department of State.

CONSULAR VITAL RECORD SEARCH REQUEST FORM (This form must be notarized)

DATE: _____ PURPOSE OF REQUEST: _____

NAME AT BIRTH: _____ Sex _____

NAME AFTER ADOPTION (IF APPLICABLE) _____

DATE OF BIRTH: _____ COUNTRY OF BIRTH: _____

FATHER'S NAME: _____

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

MOTHER'S NAME: _____

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

IF YOU POSSESS A REPORT OF BIRTH, PLEASE ENCLOSE A COPY TO AID IN OUR FILE SEARCH PASSPORT - FIRST ENTRY INTO THE UNITED STATES

NAME OF BEARER: _____

DATE OF ISSUANCE: _____ PASSPORT NUMBER: _____

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

CURRENT PASSPORT INFORMATION

NAME OF BEARER _____

Date of Issuance: _____ PASSPORT NUMBER: _____

SIGNATURE: _____

(SUBJECT, PARENT, OR GUARDIAN)

SHIP TO ADDRESS:

TELEPHONE (DAYTIME): _____

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 its disposition.)

CERTIFICATION OF BIRTH (DS-1350) _____ (MULTIPLE COPIES AVAILABLE)

For the following document **\$30.00** for first copy; **\$20.00** for each additional copy

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)

) ss

County of _____)

On _____, before me personally appeared _____,

personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

(NOTARY SEAL)

NOTARY SIGNATURE