



Replace or Amend a Consular Report of Birth Abroad (CRBA)

Only Those Listed Below Are Authorized to Replace or Amend a Consular Report of Birth:

- The individual whose birth is recorded on the document (if age 18 or older)
- A parent (for minors under age 18) or legal guardian
- An authorized government agency, or
- A person with written authorization

On January 3, 2011, the Department of State began issuing a new Consular Report of Birth Abroad (FS-240). You may request multiple copies of this document at any time. As of December 31, 2010 the Certificate of Report of Birth (DS-1350) is no longer issued. All previously issued FS-240 and DS-1350 documents are still valid for proof of identity, citizenship and other legal purposes.

All Consular Vital Records cost \$50 per document.

To Replace a Consular Report of Birth Abroad (FS-240), You Must Submit:

1. A **notarized** written (or typed) request that includes all the following information:
 - Full name of the child at birth
 - Any adoptive names of child
 - Child's date and place of birth
 - Any available passport information
 - Full names of parents
 - If known, the serial number of the FS-240
 - Signature of requester
 - Legal Guardian(s) Only: A copy of the court order granting guardianship
 - Requester's mailing address
 - Contact number of the requested
2. A copy of requester's **valid identification**
3. A **\$50.00** check or money order
 - Make payable to "**Department of State**"
 - The Department will assume no responsibility for cash lost in the mail.
4. **Mail to:**
Department of State
Passport Vital Records Section
44132 Mercure Cir.
PO Box 1213
Sterling, VA 20166-1213

PLEASE NOTE: REQUESTS THAT ARE NOT NOTARIZED OR DO NOT INCLUDE A COPY OF REQUESTER'S VALID ID WILL BE DELAYED.

Overnight Delivery

Send your request to our office using overnight delivery for quicker service. To have your records returned to you using overnight delivery, include an additional \$14.85 with your request. Consular Reports of Birth documents are printed and mailed off site; **please do not include a pre-paid express mail envelope with your request as this will cause a delay with delivery.**

To Amend a Consular Report of Birth Abroad (FS-240), You Must Submit:

1. A **notarized** written (or typed) request detailing the amendment or correction needed
2. Certified copies of documents **justifying the amendment** requested
Examples: foreign birth certificate, marriage certificate, court ordered adoption or name change, birth certificates of the adopting or legitimating parents, affidavits, etc.
3. The **original FS-240**, or
A **replacement FS-240**, or
A **notarized affidavit** stating the **whereabouts of the original FS-240**
4. A copy of requester's **valid identification**
5. A **\$50.00** check or money order
 - Make payable to **"Department of State"**
 - The Department will assume no responsibility for cash lost in the mail.
6. **Mail to:**
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Applicants who are requesting an Apostille to Consular Reports of Birth Abroad *only* should contact our office regarding this process.

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To check the status of your FS-240 request, call 202-485-8300.