



## HOW TO OBTAIN A BIRTH CERTIFICATE FOR CHILDREN BORN ABROAD FACT SHEET



**In order to replace a birth certificate you must submit a written or typed request which includes 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 requester
- A copy of requester's **valid identification**

**What is the cost?** A **\$50.00** check or money order. Do not send cash, the State Department will not be responsible for lost cash sent through the mail. Send your check or money order made out to "**Department of State**" and mail to:

Department of State  
Passport Vital Records Section  
1150 Passport Services PL  
6th Floor  
Dulles, VA 20189-1150

### **What is the turnaround time to receive the replaced birth certificate?**

The normal time is between 4-8 weeks unless the record has to be researched. If that is the case then expect it a longer wait time. You can call (202)485-8300 in order to determine the status of your FS 240 or Certificate of Birth Abroad.

Office of the Staff Judge Advocate  
Legal Assistance Office  
6930 Morrison Avenue  
Bldg 130  
Fort Benning, GA 31905  
706-545-3281