



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