



Kaiserslautern (Kleber Kaserne) Legal Assistance Office



Getting a Replacement Consular Report of Birth Abroad

To request a Consular Report of Birth Abroad form (FS-240), you must submit:

1. A **notarized** typed or written letter that includes all of the following information:

- Your full name at birth (include first, last, and middle names)
- All other names you've used (examples: your adopted name or a court-ordered name change)
- Your date of birth (Month Date, Year) and place of birth (City, Country)
- Full names of parent(s) (include first, last, and middle names)
- Parent(s)' dates of birth (Month Date, Year) and places of birth (City, Country)
- Any available passport information (e.g. passport date of issuance, date of expiration, passport number)
- If known, the serial number of your Form FS-240
- Your signature. **Note:** if someone else is requesting your record, we also need their signature.
- Legal Guardian(s) Only: A certified court order granting guardianship
- The mailing address where you want the record sent
- Your phone number. **Note:** if someone else is requesting your record, we need their phone number.
- Your email address. **Note:** if someone else is requesting your record, we need their email address.

2. A copy of your **valid photo ID**. Examples:

- State-issued driver's license
- Non-driver photo ID
- Military ID
- Passport
- Veterans Affairs ID
- Prison ID

If you don't have any of these IDs, please see <https://travel.state.gov/content/travel/en/records-and-authentications/requesting-a-vital-record-as-a-u-s--citizen/vital-records-ids.html>

3. **Payment**

- Send a **\$50.00** check or money order. Additional copies are **\$50** each.
- Make payable to **"U.S. Department of State"**
- Checks and money orders must be payable in U.S. dollars through a U.S. bank
- Include complete mailing address on the check
- The Department is not responsible for cash lost in the mail

4. **Mail** the request, copy of the photo ID, and payment to:
U.S. Department of State
Passport Vital Records Section
44132 Mercure Cir.
PO Box 1213
Sterling, VA 20166-1213

Note: Avoid delays by notarizing your request and including a copy of your valid photo identification.

Processing Times

Due to limited staffing during the COVID-19 pandemic, you should expect to receive your document in 3 to 4 months. Some documents may take longer than 4 months due to nationwide shipping delays. Because of the unique nature of their records, they cannot provide expedited service. They can only provide official copies of records that are on file with the U.S. Department of State. Consular Reports of Birth Abroad created before November 1, 1990 may require an in-depth, manual search at the Washington National Records Center. A manual search can take months to complete.

You may check the status of your request by emailing VitalRecordsPublicInquiries@state.gov or by calling 202-485-8300.

Shipping Your Record

They will send your vital record to you. You can select First Class Mail or 1-2 Day Delivery:

- USPS First Class Mail: One to two weeks. No additional cost.
- 1-2 Day Delivery: Add \$17.56 to the \$50 check or money order.

Do not include a pre-paid express mail envelope with your request. This will cause a delay in delivery.

For additional information, contact the nearest US Consulate or visit:

<https://travel.state.gov/content/travel/en/records-and-authentications/requesting-a-vital-record-as-a-u-s--citizen/replace-amend-CRBA.html>