DATE

Dear United States Department of State Bureau of consular Affairs,

We would like to request NUMBER OF copies of our child’s Consular Report of Birth Abroad (CRBA) form for our records. The requested information –

**Name of Child:** \_\_\_

**Date of Birth:** \_\_\_\_\_

**Place of Birth**: Cancun, Mexico

**Passport**: (NUMBER, ISSUED ON, EXPIRATION)

**Form FS-240 Serial Number**: (THIS IS THE NUMBER ON THE ORIGINAL CRBA)

**Parent #1:** (NAME, BIRTHDATE, CITY BORN IN, PASSPORT NUMBER, PASSPORT ISSUIE AND EXPIRATION DATE)

**Parent #2:** (NAME, BIRTHDATE, CITY BORN IN, PASSPORT NUMBER, PASSPORT ISSUIE AND EXPIRATION DATE)

We have attached copies of 1) all three passports 2) parent’s NYS IDs, 3) child’s original CRBA (which we are requesting copies of).

Please mail CRBA copies to our home address at:

ENTER YOUR ADDRESS HERE

We can be reached at PHONE NUMEBR and EMAIL. As a note, both parents, \_\_\_\_ and \_\_\_\_, are signing below on behalf of their child, \_\_\_\_\_\_\_\_. Attached is a check for a total of $\_\_\_\_ USD, which is for \_\_\_\_ copies of the CRBA.

PARENT 1 NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT 2 NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEW YORK STATE NOTARY ACKNOWLEDGMENT**

THE STATE OF NEW YORK

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_ in the year\_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Notary Public Signature

Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Seal)

**NEW YORK STATE NOTARY ACKNOWLEDGMENT**

THE STATE OF NEW YORK

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_ in the year\_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Notary Public Signature

Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Seal)