

SERVICE ORDER FORM - BIRTH CERTIFICATE

Requirements per person :

BIRTH CERTIFICATE

Please fax us the following to (312) 663-0835

- 1 Clear copy of your Driver License/State ID (Please enlarge for clarity)
- 2 **SIGNED** Service order form (see below.)
- 3 Fees are payable by credit card ONLY (see below.) You will receive 2 separate charges, one for our service fee of \$49.00 and one for State fees of \$25.00 - \$49.00.
- 4 **This process is done strictly by fax; you do not need to send us anything. Processing times are determined by the individual states (2-11 working days).**

Birth Certificate Request

Date Needed by:

Sex:

First Name:

Middle Name:

Last Name:

Mother's Maiden Name

First Name:

Middle Name:

Last Name:

Father's Name

First Name:

Middle Name:

Last Name:

Hospital:

County:

City:

State:

Certificate Holder Birth date

Year of Birth:

Has this certificate ever been changed or amended?

Customer Information:

Shipping Information:

Name:

Same as previous:

No P.O. Box

Alternate Contact:

Name:

Company:

Company:

Address:

No P.O. Box

Address:

No P.O. Box

City:

City:

State: Zip:

State: Zip:

Telephone: () -

Telephone: () -

Fax: () -

Fax: () -

Email:

Email:

Fees and Payment:

Service Fee:

International Phone Card: \$25.00

Leather Passport Cover: \$9.95

City Map \$9.95

TOTAL DUE:

Payment:

CCN:

Exp. Date:

I authorize Travisa to charge the
TOTAL AMOUNT DUE to my credit card:

I authorize Travisa to obtain my birth certificate:

(signature)

- **State Fees \$25.00 - \$49.00 and Fedex shipping fee will be charged directly by the state.**
- Print and Sign this form and fax it with a copy of your drivers license or state ID to (312) 663-0835.
- Only individuals listed on the certificate or a parent can request a birth certificate.

Payment Options:

- Requirements and fees are subject to change without prior notice. All fees are non-refundable.
- Requirements and fees are for U.S. Citizens only. Contact Travisa for information on other nationals.

[For passport instructions click here.](#)

TRAVISA acts only as an agent, and accepts no responsibility for the services of any Travel Agent, Consulate, Passport Agency or Embassy in connection with the granting of visas, nor for any delays, loss of passports occasioned by such services or the U.S. Mail. Damage compensation is not available.