



Riverside County Department of Public Social Services – Children’s Services
Birth Certificate Request to Foreign Consulate/Embassy

Consulate/Embassy:	Date:
Address:	
Telephone:	
Dear	
We understand that the child(ren) listed below is/are national(s) of your country.	
Child’s Name (first, middle and all last names):	
Date of Birth:	
Place of Birth (City and State):	
Mother’s Name: (first, middle and all last names):	
Father’s Name: (first, middle and all last names):	
Date Registered (if known):	
Attached is a copy of the child(ren)’s birth certificate (if available): <input type="checkbox"/> Yes <input type="checkbox"/> No	
The above mentioned child(ren) is/are under the supervision of the Department of Public Social Services in Riverside County. The child(ren) has/have been under protective custody due to _____ <small>TYPE OF ABUSE</small>	
since _____ <small>DATE</small> . The court case number is J# _____.	
The DPSS case number is _____.	
I am requesting your assistance in obtaining a certified copy of the child’s birth certificate.	
If you need more information, please call _____ <small>NAME OF SOCIAL WORKER</small>	
at _____ <small>TELEPHONE NUMBER</small> and refer to the case number.	
Name of International Liaison:	
Address:	
Thank you for your assistance in this matter	
Signature of International Liaison: _____	