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EMBASSY OF THE REPUBLIC OF

KENYA

Markgrafenstr. 63

10969 Berlin

**CHECKLIST FOR REPLACEMENT OF LOST/DAMAGED BIRTH, MARRIAGE OR DEATH  
CERTIFICATES**

***IMPORTANT: This document has to be submitted along with your application, to confirm that you have read and provided all of the necessary documents. This is a mandatory requirement. Failure to adhere to these requirements will lead to your application being rejected. Do not staple the documents.***

**Processing time:** 3 months or more

- Two (2)** duly filled search forms.
- Two (2)** photocopies of the certificate for ease of reference.
- Two (2)** photocopies of the photo page of the applicants' passport.
- Two (2)** photocopies of the applicants' National Identity Card.
- A non-refundable fee of **10.00 Euro** for each certificate payable only by bank transfer (**Embassy of the Republic of Kenya, IBAN: DE63100400000266014004**) or EC-Debit card at the Embassy. Cash payments will not be accepted. **Overpaid amounts will not be refunded.** Enclose a copy of the bank transfer slip together with the application.
- Two (2)** self-addressed, stamped A4 envelopes (**bearing 1.45 Euros and 3.60 Euros** worth of stamps respectively) for postage purposes.

***I hereby confirm that I have complied with all of the above stated requirements and I am fully aware that my application will be rejected for failure to comply with the above requirements.***

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*Applicants Name*

-----  
*Full Address*

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*Applicant Signature/Date*

-----  
*Telephone*

-----  
*Email*

**THE CONSULAR SECTION**

# GENERAL SEARCH FORM FOR REPLACEMENT OF BIRTH/DEATH CERTIFICATE

**(PLEASE COMPLETE THIS FORM IN BLOCK LETTERS –DELETE WHERE APPROPRIATE & ATTACH A PHOTOCOPY OF THE ORIGINAL CERTIFICATE IF POSSIBLE FOR EASE OF REFERENCE)**

<b>GENERAL SEARCH</b>	<b>SEARCH FEE: € 10.00</b> PAYABLE BY BANK TRANSFER
NAME & ADDRESS OF APPLICANT	
TELEPHONE NUMBER	
FULL NAME OF CHILD AT TIME OF BIRTH <b>If birth certificate is desired</b>	
DECEASED <b>If death certificate is desired</b>	
PLACE OF BIRTH	
DATE OF BIRTH / DEATH	
FATHER'S FULL NAME	
MOTHER'S FULL NAME	
DATE OF REGISTRATION	
ENTRY NUMBER (THE FIGURE SHOWN WITHIN THE CERTIFICATE AT THE TOP RIGHT HAND SIDE)	
OTHER PARTICULARS WHICH COULD HELP TO TRACE THIS ENTRY / ENTRIES	