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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

1. **Two (2)** duly filled search forms.
2. **Two (2)** photocopies of the certificate for ease of reference.
3. **Two (2)** photocopies of the photo page of the applicants' passport.
4. **Two (2)** photocopies of the applicants' National Identity Card.
5. 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.
6. **Two (2)** self-addressed, stamped A4 envelopes (**bearing 1.55 Euros and 4.05 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.

Applicants Name

Full Address

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)

GENERAL SEARCH	SEARCH FEE: € 10.00 PAYABLE BY BANK TRANSFER
NAME & ADDRESS OF APPLICANT	
TELEPHONE NUMBER	
FULL NAME OF CHILD AT TIME OF BIRTH If birth certificate is desired	
DECEASED If death certificate is desired	
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 LEFT HAND SIDE)	
OTHER PARTICULARS WHICH COULD HELP TO TRACE THIS ENTRY / ENTRIES	