

APPLICATION FOR A FULL BIRTH CERTIFICATE

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that full (unabridged) birth certificates are issued upon request to persons who are South African citizens and whose births were duly registered in the Republic of South Africa, provided that such persons obtained their citizenship through:

- birth in the Republic of South Africa to South African citizens (by birth, naturalisation) or to foreigners who have valid permanent residence or work permits in South Africa
- registration of their birth for those who were born abroad to South African citizens

The following documents must be submitted when applying for a full (unabridged) birth certificate:

- [Form BI-154](#) to be fully completed **in block letters and in black ink** (attached);

NOTE:

- *'The reason for the certificate' must be given e.g. required to get married abroad, to register child(ren), for personal records.*
- *Should the birth certificate be certified with an **apostille** in terms of the 1961 Hague Convention (usually required by German authorities), this should be confirmed under 'The reason for the certificate'.*

- [Form BI-529](#) to be fully completed **in block letters and in black ink** (attached);

NOTE:

- *All applicants are kindly requested to fully complete this form, which would assist in locating records at the Department of Home Affairs in Pretoria.*
- *Questions 9, 10, 11 of Part A are of particular importance.*
- *Questions that are not applicable should be marked as 'n/a'; if answers to certain questions are not known, they should be marked as 'Do not know'.*
- *'Identity number' refers only to South African 13-digit identity numbers and should therefore not be completed, if it is unavailable or unknown.*
- *Applicants should include a valid mobile phone number and email address under Part E.*

- Form DHA-24 to be fully completed **in block letters and in black ink** (as this form may not be downloaded, it should be requested in writing and by submitting a self-addressed A4-size envelope franked with postage stamps to the value of €1,45 to mail the form to the applicant; alternatively, this form may be collected in person at our office during the opening hours: Mon-Fri; 09:00-12:00);

NOTE:

- *Parts A to F must be completed, dated and signed by the applicant.*
- *Questions that are not applicable should be marked as 'n/a'; if answers to certain questions are not known, they should be marked as 'Do not know'.*
- *'Identity number' refers only to South African 13-digit identity numbers and should therefore not be completed, if it is unavailable or unknown.*
- *The 'Compulsory Section' under Part A is not applicable i.e. may be marked as 'n/a'.*
- *The informant is the applicant i.e. person applying for the unabridged birth certificate.*
- *A recent photo of the child is not required for form DHA-24.*

- certified copy of abridged or unabridged birth certificate, if available;
- certified copy of the applicant's South African passport or identity document, or foreign passport or identity document in the case of an applicant, who is not a South African citizen;
- a self-addressed A4-size envelope franked with postage stamps to the value of €3,50 (*per Einschreiben*) to mail the issued document and any personal original documents; alternatively, an applicant may collect the issued document in person from our office;
- proof of payment of the prescribed application fee of €8,00 e.g. copy of the bank transfer slip.

Payment of the above-mentioned application fee may be made through an electronic bank transfer to the following account (**payment by electronic bank transfer is not possible for applicants who reside in Bavaria and Baden-Wuerttemberg**):

Recipient : Südafrikanische Botschaft
Account number : 261 89 24
Banking institution : Commerzbank AG Berlin
Bank code : 100 400 00
Ref. : Birth certificate; (applicant's name)

Only applicants who submit their applications in person at our office may alternatively pay the application fee in cash; such applicants must however, ensure that they have the exact amounts, as no change is available from our office.

Should you require clarification on completing the application forms or have any further enquiries about the application process, please contact our office at your convenience.

Kind regards
Consular Section
Embassy of the Republic of South Africa
Tiergartenstr. 18
10785 Berlin

Tel.: 030 22073 0
Fax: 030 22073 202
Email: berlin.consular@foreign.gov.za

NOTE (Please read carefully):

- Applicants are advised that applications submitted at our office are sent free of charge to the Department of Home Affairs in Pretoria, where the documents are issued, with the diplomatic freight bag once a month. In the case of urgent applications, applicants may opt to organise and pay for a courier service to collect their applications from our office and have it delivered directly to the Department in Pretoria – applicants who would like to make use of this option should confirm this in writing when submitting their applications.
- Unfortunately the intra-departmental movement of the application and tracing of original records in the register held by the Department of Home Affairs is a time consuming task, with the result that these applications may take up to six (6) months to process.
- Applicants would be immediately notified as soon as the issued document has been received by our office from Pretoria, and are kindly requested not to contact our office unnecessarily for progress reports. Applicants may however contact our office in the event of the application taking longer than six (6) months.
- Due to the long-term nature of such applications, applicants are kindly requested to keep our office informed of any change of address during the processing period.
- A complete application may be either mailed to our office, or submitted personally during the consular opening hours: Mon-Fri; 09:00-12:00.
- **Application forms should not be folded**, and applications that are submitted by post should be mailed in an A4-size envelope.
- Applicants who reside in Bavaria and Baden-Wuerttemberg must submit their applications, **as well as pay all applicable fees in cash or as a bank-guaranteed cheque**, to the South African Consulate-General in Munich:

South African Consulate-General
Sendlinger-Tor-Platz 5
80336 Munich

Tel: 089 23 11 63 0

Fax: 089 23 11 63 53

Email: munich.consular@foreign.gov.za

- The Department of International Relations and Cooperation (formerly, Department of Foreign Affairs) offers a voluntary registration service for South African citizens that are travelling or residing abroad. This service is provided in the event there is a need to contact you to offer urgent advice on a natural disaster or civil unrest or a family emergency. Information may submitted by a South African citizen via the [ROSA Online Registration form](#).