

APPLICATION FOR BIRTH REGISTRATION

Dear Sir/Madam,

In terms of the Birth and Death Registration Act, 1992 (Act No. 51 of 1992), any person born outside of the Republic of South Africa to a parent who is a South African citizen at the time of his/ her birth and whose birth is registered, shall be a South African citizen by descent. The Act stipulates that the birth of the child born alive must be reported within thirty (30) days after the birth. Notice of the birth must be given by one of the parents or, if neither of the parents is able to do so, the person having charge of the child or a person requested by the parents or said person to do so. A person requested to give notice must have a written mandate to do so which must also include the reasons why the parents cannot give notice themselves. The following documents must be submitted when registering the birth of a child:

- 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 informant (the person registering the child e.g. a parent) and the child (15 years and older).*
- *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.*
- *Under Part A, 'late registration of birth' refers to a birth being registered after 30 days i.e. reasons why the birth was not registered within the prescribed 30 days must be provided e.g. foreign birth.*
- *In the case of a child of 15 years and older, a recent photo of the child (see [photograph specifications](#)) must be submitted.*
- *Children born within wedlock must be registered either under the surname of the biological father, or the surname of the biological mother, or under the surnames of such mother and father joined together as a double-barrelled surname.*
- *Children born out of wedlock are registered under the surname of the biological mother, but may also be registered under the surname of the biological father, provided the father acknowledges paternity and both mother and father provide written consent to the registration of the child under the father's surname.*
- *The names of children written with the German vowel mutation (so called 'Umlaut') may be completed on the forms using these characters (Ä, Ö, Ü). The names of children written with the 'ß' character should be completed on the forms using 'SS' in its place.*

- in the case of a child of 15 years and older, Form DHA-24/A to be fully completed **in block letters and in black ink**; in addition, Form DHA-24/A to be fully completed by the informant (as these forms may also not be downloaded, they should be requested in writing);

NOTE:

- *The purpose of these forms is for the taking of fingerprints and **must be submitted in person by the child and informant** at the Embassy in Berlin or to the Consulate-General in Munich, where fingerprints are taken free of charge.*
- *A recent photo of the child (see [photograph specifications](#)) must be submitted; a photo of the informant is not required.*

- in the case of a child of 15 years and older, Form DHA-288 (Affidavit in Support of Notice of Birth) to be fully completed **in block letters and in black ink** (as this form may also not be downloaded, it should be requested in writing);

NOTE:

- *Parts A to C must be completed by the informant, and the form **must be submitted in person by the child and informant**.*
- *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.*
- *Part D must be completed and signed before a Commissioner of Oaths at the South African Embassy in Berlin or Consulate-General in Munich – please note that no other office or notary public in Germany has the authority to perform the duties of a Commissioner of Oaths.*

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

NOTE:

- *Parts A and B of this form must contain the particulars of the child being registered.*
- *The form should be completed and signed by the informant.*
- *Questions 10 and 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.*
- *Informants should include a valid mobile phone number and email address under Part E.*

- [Form BI-529](#) to be fully completed **in block letters and in black ink** in respect of the South African parent (attached) – required to verify South African citizenship;
- original or certified copy of the child's foreign birth certificate reflecting the full details of both parents, and accompanied by an English translation by a sworn translator (*beeidigter Übersetzer*), if the original birth certificate is not in English; alternatively, in the case of a child born in Germany, an extract from the birth register (*Auszug vom Geburtsregister*), which is commonly known as an 'international birth certificate' may be submitted (**Please note that an apostille in terms of the 1961 Hague Convention must be affixed to the foreign birth certificate or extract from the birth register – this is required by the Department of Home Affairs to prove the authenticity of the relevant document**);
- original or certified copy of the child's foreign passport, if applicable;
- original or certified copies of the South African parent(s)' proof of South African citizenship e.g. valid South African passport(s);
- original or certified copy of the foreign parent's valid passport, if one parent is not a South African citizen;
- original or certified copy of the parent's marriage certificate, if applicable, and accompanied by an English translation by a sworn translator (*beeidigter Übersetzer*), if the original marriage certificate is not in English; alternatively, parents who married in Germany may submit an extract from the marriage register (*Auszug vom Heiratsregister*), which is commonly known as an 'international marriage certificate';
- a self-addressed A5-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, the child's parent may collect the issued document in person 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):

- There is no application fee for the registration of a birth. Upon registration of a birth at the Department of Home Affairs in Pretoria, an abridged birth certificate is issued free of charge. A [full \(unabridged\) birth certificate](#), if required, may be applied for by submitting a complete application (the requirements and forms are available on request from our office).
- A South African [child passport](#) or for a [passport](#), if the person being registered is 16 years and older, may also be applied for by submitting a complete application (the requirements and forms are available on request from our office) in addition to the registration of a birth.
- 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 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 be submitted by a South African citizen via the [ROSA Online Registration form](#).