

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. **In the case of a notice of birth after 30 days, but before one year, in addition to the required documentation listed below, the parents or guardian must furnish reasons why the birth was not notified within the prescribed 30 days.** 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 within thirty (30) days after the birth:

- [Form BI-24E](#) to be fully completed **in block letters and in black ink**, including the contact details of the informant (attached);

NOTE:

- *This form only applies to a child whose birth is being registered within a year of his or her birth.*
- *Children being registered after a year after birth, but before they turn fifteen must complete [form BI-24/1](#) as well as [form BI-288](#) (late registration of birth affidavit) – both forms are available on request from our office.*
- *Persons being registered after they turn fifteen, must complete [form BI-24/15](#) as well as [form BI-288](#) (late registration of birth affidavit) – both forms are available on request from our office.*
- *The informant is the person registering the child's birth; for example, if the mother is registering the child's birth, then the mother is the informant.*
- *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 consent to the registration of the child under the father's surname (refer to the lower left hand corner of the form).*

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

NOTE:

- *Part A and B of this form must contain the particulars of the child being registered.*
 - *The form should be completed and signed by one of the parents of the child being registered.*
 - *If certain questions on the form are not applicable, they should be marked as N/A. If certain questions are not known, for example, the mothers identity number, they should be marked as 'do not know'. Questions 10 and 11 of paragraph A are of particular importance.*
- original or certified copy of the child's foreign birth certificate, reflecting the full details of both parents, together with a certified English translation, if necessary;
 - original or certified copy of the parent's marriage certificate, if applicable, together with a certified English translation, if necessary;
 - original or certified copies of the South African parent's proof of South African citizenship e.g. birth certificate, identity document or valid passport;

- a self-addressed A5-size envelope with postage paid for €3,50 (*per Einschreiben*), to return the certificate after issuing, and any personal original documents;

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:

- *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 also be applied for by submitting a complete application (the requirements and forms are available on request from our office).*
- **All applications for the registration of the birth of a child, born in a foreign country, must be accompanied by an application for a South African [child passport](#) (the requirements and application forms have also been attached) or for a [tourist passport](#), if the person is 16 years and older (the requirements and forms are available on request from our office)**
- *Unfortunately the 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, which are referred on a weekly basis to the Department of Home Affairs in Pretoria with the diplomatic bag, 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 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.*
- *A complete application may be either mailed to our office, or submitted personally during the consular opening hours: Mon-Fri; 09:00-12:00.*
- *Applicants who reside in Bavaria and Baden-Wuerttemberg must submit their applications to the South African Consulate-General in Munich:*

South African Consulate-General
 Postfach 15 17 09
 80050 Munich

Tel: 089 23 11 63 0
 Fax: 089 23 11 63 53
 Email: munich.consular@foreign.gov.za

- *The 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](#).*