

APPLICATION FOR A FULL MARRIAGE CERTIFICATE

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that full (unabridged) marriage certificates are issued upon request to persons who were married in the Republic of South Africa and whose marriages were duly registered in the Republic. The following documents must be submitted when applying for a full (unabridged) marriage certificate:

- [Form BI-130](#) to be fully completed **in block letters and in black ink** (attached);
- certified copy of abridged marriage certificate, if available;
- in the case of a marriage within the last six (6) months, a copy of the form BI-30 from the marriage officer, which he or she would have submitted to an office of the Department of Home Affairs to register the marriage – may be attached to the application as a fax or scan;
- certified copies of the couple's South African passports or identity documents, or foreign **passports** in the case of persons who are not South African citizens;
- confirmation of the applicant's valid mobile phone number and email address;
- 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. : Marriage 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):

- Should the marriage certificate be certified with an **apostille** in terms of the 1961 Hague Convention (usually required by German authorities), please confirm this in writing when submitting the application.
- 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](#).