

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;
- 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;
- the prescribed application fee of €6,-.

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 : Botschaft der Republik Südafrika
Account number : 266 181 700
Banking institution : Commerzbank AG Berlin
Bank code : 100 400 00

A copy of the transfer slip should be submitted together with application, as proof of payment. Only applicants who submit their applications personally 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.

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:

- *Should you require the marriage certificate to be certified with an **apostille** in terms of the 1961 Hague Convention, please confirm this in writing when submitting the application.*
- *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, **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
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](#).