

APPLICATION FOR A CHILD PASSPORT

Dear Sir/Madam,

South African citizens who are under 16 years old are entitled to a child passport valid for 5 years. Any South African citizen who is under 16 years old may apply for a child passport if the current passport he/she is holding is about to expire or if the passport is almost full, or if his/her passport has been damaged, lost or stolen. Children born to South African citizens may also apply for a South African child passport provided that the child's birth has been registered. The following documentation must be submitted **in person by both parents (see below for exceptions e.g. sole guardianship / custody) who must accompany the child:**

- [Form BI-73](#) to be fully completed **in block letters and in black ink** (attached);

NOTE:

- *Parts A, C, D, E must be fully completed by the parents of the child.*
- *Part B must be completed by an official at the South African Embassy in Berlin or Consulate-General in Munich – **both parents must accompany the child, who must appear in person, so that he or she may be identified accordingly.***
- *Both parents must sign consent under Part C of BI-73.*
- *If one parent is not a South African citizen, his or her passport number should be completed.*
- *If the parent is a single parent, then a full birth certificate of the child must be submitted which proves this fact.*
- *If the parents are divorced, then both parents are still required to sign consent unless sole guardianship and custody has been given to the parent making the application in which case proof of this fact must be submitted, e.g. a court order together with a certified English translation, if necessary.*
- *If one of the parents is deceased, then a certified copy of the death certificate together with a certified English translation, if necessary, must be submitted.*
- *If parents are divorced or separated and one of the parents cannot be traced, then a court order regarding the granting of sole custody and guardianship together with a certified English translation, if necessary, must be submitted.*
- *For Question (a) of Part D, 'means of obtaining' citizenship of another country may be through descent, birth, marriage, naturalisation or registration.*
- *Question (b) of Part D refers to a previously issued **South African passport.***

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

NOTE:

- *The purpose of this form is to verify the applicant's South African citizenship; therefore, all South African citizens who are abroad at the time of lodging an application for a passport must fully complete this form.*
 - *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.*
 - *Parents should include a valid mobile phone number and email address under Part E.*
- the child's South African passport (including page with the residence permit for Germany, if applicable);

NOTE:

- *The child's passport must be submitted despite the fact that the current passport is full or expired.*
 - *If the child's current passport has been lost or stolen, a police report ('Anzeige') must be submitted.*
 - *If the child's current passport is damaged, what is left of the damaged passport must be submitted.*
- in respect of dual citizens, the child's foreign passport;

- the child's mother's South African and/or foreign passport – not required, if sole guardianship / custody has been given to the other parent;
- the child's father's South African and/or foreign passport – not required, if sole guardianship / custody has been given to the other parent;
- the child's South African birth certificate;

NOTE:

· If the child has never been registered by the Department of Home Affairs, this must be done before a child passport will be issued (the requirements and forms for an application for [birth registration](#) are available on request from our office). An application for a child passport can be lodged in conjunction with the registration of a child's birth.

- two (2) identical passport photos (see [photograph specifications](#)), including the applicant's full name on the reverse side – **passport photos should not be affixed to the application forms**;
- a self-addressed A5-size envelope franked with postage stamps to the value of €3,60 (*per Einschreiben*) to mail the issued passport; alternatively, the child's parent may collect the issued passport in person from our office;
- proof of bank transfer / deposit of the application fee of €41,00 e.g. copy of transfer slip. **(Please note that if the applicant's previous passport has been lost, stolen or damaged, the fee is double the amount of the prescribed fee i.e. €82,00; where the passport had been lost, stolen or damaged through no negligence on the part of the holder, only the normal fee will be payable).**

Applicants who reside in the following German Federal States (*Bundesländer*) may submit their applications at the Embassy in Berlin: *Berlin, Brandenburg, Bremen, Hamburg, Hessen, Mecklenburg-Vorpommern, Niedersachsen, Nordrhein-Westfalen, Rheinland-Pfalz, Saarland, Sachsen, Sachsen-Anhalt, Schleswig-Holstein, Thüringen.*

Payment of the above-mentioned application fee must be made through an electronic bank transfer to the following account **at least five working (5) days**, before submitting the application (**applicants who reside in Bavaria and Baden-Wuerttemberg should not transfer payments to this bank account**):

Recipient: Südafrikanische Botschaft
 IBAN: DE24 1004 0000 0261 8924 00
 BIC: COBADEFFXXX
 Bank name: Commerzbank Berlin (West)
 Ref.: Child passport; (applicant's name)

Alternatively, a cash payment may be deposited into the Embassy bank account at any *Commerzbank* branch, and the deposit confirmation submitted with application. **Cash payments will not be accepted at the Embassy from applicants who apply in person.**

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

Fax: 030 22073 202
 Email: berlin.consular@foreign.gov.za
 Website: www.suedafrika.org

NOTE (Please read carefully):

- Application forms should not be folded.

- South African citizens who must travel urgently and cannot wait for their child passport to be issued are entitled to a **temporary passport** valid for 12 months. Please note that a new passport must already have been applied for before an application for a temporary passport can be lodged; an applicant may apply for both a new passport and a temporary passport simultaneously. **Please note that since 1 March 2007 Germany no longer recognises South African temporary passports. Although a South African temporary passport may be used for entry into and departure from the Republic of South Africa, it may not be used for departure from and re-entry into Germany; applicants are therefore advised to contact the relevant German authorities e.g. your local 'Office for Foreigners' (Ausländerbehörde) to make the necessary arrangements for your departure from and re-entry into Germany.**

- Applicants are advised that applications submitted at our office are sent free of charge to the Department of Home Affairs in Pretoria, where the passports 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.

- The current processing period for a passport is usually 3 to 4 months, **after the application has been sent to the Department of Home Affairs in Pretoria.** Our office may issue a letter confirming that a passport application has been lodged and the processing period, if required by the German authorities.

- Applicants would be immediately notified as soon as the passport has been received by our office, but may follow the progress on the Department of Home Affairs website:

http://www.dha.gov.za/enquiry/pass/status/pass_status.asp.

- On receipt of a passport from Pretoria, the applicant would be requested to return his or her current or temporary passport for cancellation. Passports containing residence permits would thereafter be returned to applicants together with their new passport.

- Due to the long-term nature of passport applications, applicants are kindly requested to keep our office informed of any change of address during the processing period.

- A complete application must be submitted in person during the consular opening hours: Mon-Fri; 09:00-12:00 (**no appointment is necessary**) – **both parents and the child must appear in person, so that the child may be identified accordingly.**

- Original documents e.g. passports are not kept by the Embassy or Consulate-General during the processing period – such original documents are given back to applicants after certified copies have been made.

- Applicants who reside in Bavaria and Baden-Wuerttemberg may submit their applications at the South African Consulate-General in Munich:

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

Fax: 089 23 11 63 53

Email: munich.consular@foreign.gov.za

- Applicants from Bavaria and Baden-Wuerttemberg who submit their applications at the South African Consulate-General in Munich, must pay all applicable fees through an electronic bank transfer to the following account and attach proof of payment in the form of a copy of the transfer slip (**please note that the Consulate-General in Munich does not accept payments in cash or cheque**):

Recipient:	Südafrikanisches Generalkonsulat
IBAN:	DE26 7008 0000 0356 7199 00
BIC:	DRESDEFF700
Bank name:	Commerzbank AG München

- 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](#).