

## 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 documents must be submitted when applying for a child passport:

- [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, or by a German police officer identifying the child, if submitting by post (see instructions below, which should be presented to the German police officer); however, **neither the 'Signature of the applicant' nor the 'Left thumbprint of the applicant' are required.***
- *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.***
- *Both parents must sign consent at Part C of BI-73.*
- *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.*

- [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.*
- original or certified copy of the applicant's South African passport (including page with the residence permit for Germany, if applicable);

### **NOTE:**

- *The child's passport or a certified copy of the 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 and a fully completed affidavit (available on request from our office) should 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, original or certified copy of the applicant's foreign passport;
- original or certified copy of the child's mother's South African and/or foreign passport – not required, if sole guardianship and custody has been given to the other parent;
- original or certified copy of the child's father's South African and/or foreign passport – not required, if sole guardianship and custody has been given to the other parent;
- original or certified copy of the child's 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;

**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 form(s) and not stamped (the reverse side may be stamped, but please ensure that the ink is dry before placing photos together)**;
- a self-addressed A5-size envelope franked with postage stamps to the value of €3,50 (*per Einschreiben*) to mail the issued passport and any personal original documents; alternatively, the child's parent may collect the issued passport in person from our office;
- proof of payment of the prescribed application fee of €41,00 e.g. copy of the bank 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**).

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. : Child passport; (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](mailto:berlin.consular@foreign.gov.za)

**NOTE (Please read carefully):**

- 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; applicant's 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.home-affairs.gov.za/pass\\_status.asp](http://www.home-affairs.gov.za/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 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](mailto: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](#).

## REQUEST TO IDENTIFY APPLICANTS AND/OR TO HAVE THEIR HAVE FINGERPRINTS TAKEN AT A GERMAN POLICE STATION

Dear Sir/Madam,

South African citizens who apply for South African passports and identity documents are required to be identified and/or have their fingerprints taken at an office of the Department of Home Affairs or at a South African mission abroad. As there are only two South African missions in Germany (Berlin and Munich), applicants who do not live close to these cities may be identified and/or have their fingerprints taken at a German Police Station. **Please note that fingerprints must only be taken using black ink.**

### **Form BI-73**

Part B (For Official Use) should be completed (surname and forenames, designation and address of the police station), dated and signed by the police officer identifying the applicant and/or taking the applicant's left thumbprint; the police officer certifies that:

- a) the applicant appeared before him or her and produced a means of identity e.g. passport, identity document;
- b) the accompanying photos are a true image of the applicant and have been endorsed by him or her by signing on the reverse side of the photos – if it has already been affixed onto the form, it is not necessary to stamp or sign the photo; and
- c) the left thumbprint (in the case of applicants 16 years and older) has been taken by him or her and belongs to the applicant.

The applicant's left thumbprint must be taken in the box in the right-hand corner on page 1 of the form BI-73 and the applicant must sign in the box in the left-hand corner (no part of the signature must be outside of the designated area) – as the thumbprint and signature of applicants under 16 years are not required, these boxes may be left empty in the case of an application for a child passport.

### **Form BI-9**

A full set fingerprints is required in the case of applicants 16 years and older on the reverse side of form BI-9. No other police form should be used. Impressions should clearly show the definition of each fingerprint and applicants are advised to wash their hands prior to having fingerprints taken.

Plain prints in the bottom left and right-hand corners refer to the four fingers excluding the thumb. Should a finger be missing, deformed or so injured that the impression cannot be taken, this fact should be noted in the space provided for that impression.

The person taking the fingerprints must complete his or her name and stamp the form in the section marked 'FOR OFFICIAL USE' in the middle of the form.

Should you have any further enquiries, please contact our office at your convenience.

Yours faithfully  
First Secretary (Immigration & Civic Services)  
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](mailto:berlin.consular@foreign.gov.za)

**BITTE AN DIE DEUTSCHE POLIZEIDIENSTSTELLE ANTRAGSTELLER ZU IDENTIFIZIEREN UND/ODER  
FINGERABDRÜCKE ABZUNEHMEN**

Sehr geehrte Damen und Herren,

südafrikanische Staatsbürger, die südafrikanische Reisepässe und Ausweise beantragen, sind verpflichtet sich auszuweisen, und/oder ihre Fingerabdrücke vom südafrikanischen Innenministerium oder von einer südafrikanischen Auslandsvertretung abnehmen zu lassen. Da es in Deutschland nur zwei südafrikanische Auslandsvertretungen in Berlin und München gibt, dürfen Antragsteller, die sich nicht in der Nähe von diesen Städte aufhalten, bei einer deutschen Polizeidienststelle sich ausweisen und/oder ihre Fingerabdrücke abnehmen lassen. **Bitte beachten Sie, dass Fingerabdrücke nur mit schwarzer Tinte abgenommen werden dürfen.**

**Formular BI-73**

Teil B (For Official Use) muss von dem Polizeibeamten, der den Antragsteller identifiziert und/oder seinen linken Daumenabdruck abnimmt, vollständig ausgefüllt (Name und Vornamen, Stellenbezeichnung und Adresse des Polizeipräsidiums), datiert und unterschrieben werden; der Polizeibeamte muss bestätigen, dass:

- a) der Antragsteller vor ihm erschienen ist und sich ausgewiesen hat z.B. mit einem Ausweis oder Pass;
- b) die beigefügten Fotos ein wahrheitsgetreues Bild des Antragstellers sind und dies durch seine Unterschrift auf der Rückseite der Fotos bestätigt wurde – falls die Fotos bereits auf dem Formular kleben, ist es nicht notwendig die Fotos abzustempeln oder zu unterschreiben; und
- c) der linke Daumenabdruck (im Falle eines Antragstellers von 16 Jahren und älter) von ihm abgenommen wurde und dem Antragsteller gehört.

Der linke Daumenabdruck des Antragstellers muss in das Feld an der rechten Ecke auf Seite 1 des Formulars BI-73 abgenommen werden und der Antragsteller muss in dem Feld in der linken Ecke unterschreiben (kein Teil der Unterschrift darf außerhalb des Feldes sein) – da Daumenabdruck und Unterschrift eines Antragstellers unter 16 Jahren nicht notwendig sind, kann dieses Feld bei der Beantragung eines Kinderpasses leer bleiben.

**Formular BI-9**

Ein kompletter Satz Fingerabdrücke ist im Falle eines Antragstellers von 16 Jahren und älter auf der Rückseite des Formulars BI-9 erforderlich. Kein anderes Formular der Polizei sollte verwendet werden. Abdrücke sollten die Definition der einzelnen Fingerabdrücke klar und deutlich zeigen und Antragstellern wird empfohlen die Hände zu waschen, bevor sie die Fingerabdrücke abnehmen lassen.

„Plain prints“ in der unteren linken und rechten Ecken des Formulars BI-9 beziehen sich auf die vier Finger ohne die Daumen. Sollte ein Finger fehlen, deformiert sein oder so verletzt sein, dass der Abdruck nicht abgenommen werden kann, sollte diese Tatsache im Feld für den entsprechenden Abdruck in englischer Sprache bestätigt werden.

Die Person, die die Fingerabdrücke abnimmt, muss im Feld „For Official Use“ in der Mitte des Formulars BI-9 ihren Namen einfüllen und das Formular abstempeln.

Bei Rückfragen setzen Sie sich bitte mit unserem Büro in Verbindung.

Mit freundlichen Grüßen  
Erster Sekretär (Immigration & Civic Services)  
Botschaft der Republik Südafrika  
Tiergartenstr. 18  
10785 Berlin

Tel.: 030 22073 0  
Fax: 030/22073-202  
Email: [berlin.consular@foreign.gov.za](mailto:berlin.consular@foreign.gov.za)