

APPLICATION FOR AN EMERGENCY PASSPORT (TRAVEL CERTIFICATE)

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that South African citizens whose circumstances necessitate urgent travel and there is not enough time to wait for a proper passport to be issued are entitled to an emergency passport (travel certificate) valid for a maximum period of three (3) months and only for a single journey to return directly to the Republic of South Africa. Once back in the country, the applicant should apply for a tourist passport at any regional office of the Department of Home Affairs. An emergency passport (travel certificate) can only be issued to applicants who have 13 digit identity numbers and whose fingerprints have been previously classified on the Department of Home Affairs' population register. **Please note that South African citizens applying for emergency passports (travel certificates) must submit their applications personally at the Embassy in Berlin or Consulate-General in Munich.**

The following documents must be submitted when applying for an emergency passport (travel certificate):

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

NOTE:

- Applicants must complete Section A, D and E;
- Section B must be completed by a Commissioner of Oaths;
- In the box indicated as; "Signature of the applicant", the applicant must sign in the box (no part of the signature must be outside of the designated area);
- The left thumbprint must also be taken in the bottom right hand corner.

- Form BI-9 (not applicable to South African citizens who are under 16 years old) to be fully completed **in black ink** (as this form may not be downloaded, it is available at the Embassy or Consulate-General);

NOTE:

- The purpose of this form is for record purposes only. It is used for the taking of fingerprints and the subsequent comparison to confirm identity. It is therefore not used to apply for a "First issue for an identity card" as indicated on the top of the form;
- Fingerprints are taken free of charge at the Embassy in Berlin or to the Consulate-General in Munich, if applications are lodged in person;
- The front page of the form BI-9 must be fully completed and signed by the applicant.

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

NOTE:

- All South African citizens who are abroad at the time of lodging an application for a passport must fully complete this form. The purpose of the form is to confirm that the applicant has not lost his/ her South African citizenship. If certain questions are not applicable, they should be marked as N/A. If certain questions are not known, for example, the mother's identity number, they should be marked as "do not know". Questions 9, 10, 11 of paragraph A are of particular importance.

- proof of South African citizenship, which may be in the form of a South African identity document, copy of South African passport or South African birth certificate;

NOTE:

· If the current passport has been lost or stolen, a police report and form DI-47 (available on request at our office) fully completed and signed by the Commissioner of Oath should be submitted;

- a written motivation as to why an emergency passport (certificate) is urgently required. The written motivation should also reflect expected dates that applicants would be returning to the Republic of South Africa, as well as the full residential address (post office box and private box numbers would not be accepted) in the Republic;
- two (2) passport photos (see photograph specifications below), including the applicant's full name on the reverse side – **passport photos should not be affixed to the application form;**
- the prescribed application fee of €7,-;
- the fee of €10,- for usage of the fax facilities.

Payment of the above-mentioned fees may be made 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:

- **Application forms should not be folded.**
- *Our office may assist with the issuing of an emergency passport (certificate) within 5 working days.*
- *Applicants are requested to bear in mind that in order to issue an emergency passport (certificate), our office requires approval from the Department of Home Affairs in Pretoria. This approval is based on positive identification of the applicant's fingerprints.*
- *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

PHOTOGRAPH SPECIFICATIONS

Photographs must comply with the following specifications:

- i. Length - 45mm
- ii. Width - 35mm
- iii. The background of the photograph shall be plain and free of shadows and shall not have a white lining
- iv. Only the head and shoulders of the person concerned shall be included in the photograph and the head from the chin to the top of the hair shall not be smaller 22mm and not larger than 25mm
- v. The person concerned shall be photographed without any headgear or veil, and any other additions to the face, which tend to alter the natural likeness, shall be removed. (The Director-General may exempt any person or any category of persons from any of these requirements.)
- vi. Spectacles may be worn provided that the lenses do not make the eyes invisible. Spectacles with dark lenses may be worn if the eyes will appear distorted without them or if the person is blind
- vii. The full-face of the person concerned shall be photographed directly from the front, and the head may not be bent or turned sideways
- viii. The face shall be a recognizable likeness of the person and the head, hair, eyebrows, eyes, nose and moustache or beard, if any, shall be sharply and clearly defined
- ix. Neither the photograph nor the copies thereof may be defaced by holes, pencil or ink marks or in any other manner

The Director-General may reject the copies of the photographs if they do not, in his or her judgment, comply with the requirements mentioned above, or if he or she deem them unsuitable in other respects, in which case the person concerned shall provide two new copies at his or her own cost.