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 in person 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 (or parents of an applicant in the case of a child) must complete Parts A, D and E.
Where applicable, both parents must sign consent at Part C of BI-73 in the case of an applicant, who is a child.

Part B must be completed by an official at the South African Embassy in Berlin or Consulate-General in Munich.

• Under 'Signature of the applicant' in the bottom left hand corner, the applicant must sign in the box • Under 'Signature of the applicant' in the bottom left hand corner, the applicant must sign in the box / white space (**no part of the signature must touch the outer lines**) – not required from applicants who are under 16 years old.

• 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-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:

 \cdot 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 at the Embassy in Berlin or to the Consulate-General in Munich.

• The front page of the form BI-9 must be fully completed, dated and signed by the applicant.

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.

 \cdot 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'.

· Applicants should include a valid mobile phone number and email address under Part E.

• proof of South African citizenship, which may be in the form of a copy of the applicant's South African passport, identity document and/or birth certificate;

NOTE:

If the current passport has been lost or stolen, a police report (Anzeige) must be submitted.
If the current passport is damaged, what is left of the applicant's damaged passport should be submitted.

- written confirmation reflecting the expected dates that applicant would be returning to the Republic of South Africa (alternatively, a copy of the flight itinerary may be submitted), as well as the full residential address (post office box and private box numbers would not be accepted) in the Republic;
- three (3) identical passport photos (see photograph specifications);
- the prescribed application fee of €15,00.

Payment of the above-mentioned fee may be made in cash; 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

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

NOTE (Please read carefully):

- 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 authorisation from the Department of Home Affairs in Pretoria; this authorisation 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** to the South African Consulate-General in Munich:

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

Fax: 089 23 11 63 53 Email: <u>munich.consular@foreign.gov.za</u>