

## APPLICATION FOR A TOURIST PASSPORT

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that South African citizens who are 16 years or older are entitled to a tourist passport valid for 10 years. Any South African citizen may apply for a tourist passport if the current passport he/she is holding is about to expire, is almost full, has been damaged, lost or stolen, or if the applicant wishes to change his or her maiden name to the married name. The following documents must be submitted when applying for a tourist passport:

- [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 or Police Officer, if submitting by post;
- 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 by a Police Officer, if submitting by post.

- Form BI-9 to be fully completed **in block letters and in black ink** (as this form may not be downloaded, it should be requested in writing and by submitting a self-addressed A4-size envelope with postage paid for €1,45 to mail the form to the applicant; alternatively, this form may be collected personally at our office during the opening hours: Mon-Fri; 09:00-12:00);

### **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;
- Applicants who cannot travel to the Embassy in Berlin or to the Consulate-General in Munich may have their fingerprints taken by the 'Erkennungsdienst' Unit at a German Police Station (see instructions below); please note however, that the German Police are not compelled to take these fingerprints, and in such cases, applicants would be forced to travel to the Embassy in Berlin or to the Consulate-General in Munich to have their fingerprints taken;
- 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.

- the applicant's original current South African passport or a certified copy (including all pages that have endorsements);

**NOTE:**

- *The applicant's passport or a certified copy of the passport must be submitted despite the fact that the current passport may be full or expired;*
- *If the current passport has been lost or stolen, a police report and a fully completed form DI-47 (available on request from our office) should be submitted;*
- *If the current passport is damaged, what is left of the applicant's damaged passport should be submitted;*
- *If a female applicant is changing her surname to her married name, the passport or certified copy of the passport in the applicant's maiden name should be submitted.*

- in respect of married female applicants who wish to change their maiden surname, original or certified copy of the marriage certificate, sworn English translation, if applicable, and written confirmation in this regard;

**NOTE:**

- *Current legislative changes stipulate that female married applicants may elect to use their surname, their maiden surname or a combination of both current married surname and maiden surname. This request should be put in writing when applying for a passport.*

- in respect of applicants born in Namibia, a fully completed 'Namibian Questionnaire' (available on request from our office);
- a certified copy of the applicant's divorce decree, if he/she is divorced;
- 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(s)**;
- a self-addressed A5-size envelope with postage paid for €3,50 (*per Einschreiben*), to return the passport after issuing, and any personal original documents;
- the prescribed application fee of €19,- (**Please note that if your previous passport has been lost, stolen or damaged, the fee is double the amount of the prescribed fee.**)

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

**NOTE:**

- **Application forms should not be folded**, and applications that are submitted by post, should be mailed in an A4-size envelope;
- South African citizens whose circumstances necessitate frequent travel are entitled to a **maxi passport** valid for 10 years. A maxi passport is a 64-page passport that can only be issued to adults. Please note that the prescribed fee for a maxi passport is double that of a tourist passport i.e. €38,-.
- South African citizens are also entitled to hold **two passports** – either two tourist passports or a tourist passport and a maxi passport. Persons wishing to apply for two passports must submit a written motivation for holding two passports together with fulfilling the requirements for both applications.
- South African citizens who must travel urgently for a valid reason and cannot wait for their tourist 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. **We regret to inform you that with effect from 01 March 2007 Germany will no longer accept South African temporary passports; temporary passports may however be used for entry into and departure from the Republic of South Africa.**
- 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 passport has been received by our office from Pretoria, and are 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.
- On receipt of a passport from Pretoria, the applicant would be requested to return his or her current tourist or temporary passport for cancellation. Passports containing residence permits would thereafter be returned to applicants together with their new passport.
- 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](mailto: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 be submitted by a South African citizen via the [ROSA Online Registration form](#).

## 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.

**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.**

On **form BI-73**, Part B (For Official Use) should be completed and signed by the police officer identifying the applicant and/or taking the applicant's fingerprints; 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 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 fingerprint and signature of applicants under 16 years is not required, these boxes may be left empty.

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.**

Auf dem **Formular BI-73** muss Teil B (For Official Use) von dem Polizeibeamten, der den Antragsteller identifiziert und/oder seine Fingerabdrücke abnimmt, 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 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 ist, kann dieses Feld leer bleiben.

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)