

APPLICATION FOR AN IDENTITY DOCUMENT

Dear Sir/Madam,

Identity documents enable holders to identify themselves for general purposes and day-to-day activities in society. Identity documents form an important part of each citizen's daily activities since all transactions, whether private or public, require positive identification. The issuing of identity documents is essential, as every country has to have some form of identification in respect of its citizens. In terms of the provisions of section 25 of the Identification Act, 1997 (Act No 68 of 1997), all South African citizens and permanent residents, 16 years and older, must be in possession of identity documents. Persons applying for their South African identity document for the first time do not have to pay the application fee. South African missions abroad may also process applications for re-issuance of a South African identity document from:

- a person whose identity document has been lost, stolen or damaged;
- a person, who applied for the change of personal particulars;
- a person whose citizenship status has changed;
- a woman who entered into matrimony or would like to resume any of her previous surnames;
- a person, who is temporarily residing abroad and who has previously been in possession of an identity document.

The following documents must be submitted (**in person during the consular opening hours (Mon-Fri; 09:00-12:00) – no appointment is necessary**) when applying for a South African identity document:

- Form BI-9 to be fully completed **in block letters and in black ink** (as this form may not be downloaded, it may be collected and completed at our office, when submitting the application);

NOTE:

- *The purpose of this form is for the taking of fingerprints and the subsequent verification to confirm identity.*
- *Fingerprints are taken free of charge 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 the application must complete this form fully.*
- *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.*
- *Applicants should include a valid mobile phone number and email address under Part E.*

- Form DHA-24 to be fully completed **in block letters and in black ink** by persons applying for their South African identity document for the first time (as this form may not be downloaded, it may be collected and completed at our office, when submitting the application);

NOTE:

- *Parts A to F must be completed, dated and signed by the applicant.*
- *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'.*
- *The 'Compulsory Section' under Part A is not applicable i.e. may be marked as 'n/a'.*
- *The informant may be the applicant i.e. person applying for the identity document.*

- the applicant's South African passport (including page with the residence permit for Germany, if applicable), identity document and/or birth certificate;
- in respect of permanent residents or dual citizens, the applicant's foreign passport;

- in respect of former South African citizens by birth or descent who have renounced their South African citizenship, original or certified copy of the applicant's renunciation certificate;
- in respect of a married applicant whose marriage has not been duly registered (applicants may verify their marital status online: http://www.dha.gov.za/enquiry/marital/status/marital_status.asp), the marriage certificate accompanied by an English translation by a sworn translator (*beeidigter Übersetzer*), if the original marriage certificate is not in English; alternatively, applicants who married in Germany may submit an extract from the marriage register (*Auszug vom Heiratsregister*), which is commonly known as an 'international marriage certificate';

NOTE:

· *Current legislation stipulates that **female** married applicants may elect to use their married surname, their maiden surname, a combination of both current married surname and maiden surname i.e. double-barrel surname or any other surname which she bore at any prior time, without having to formally apply for change of surname; **this request should be put in writing when applying for an identity document** (a template is available from our office, if required).*

· *Applicants whose names are written with the German vowel mutation (so called 'Umlaut') may complete the forms using these characters (Ä, Ö, Ü); applicants whose names are written with the 'ß' character should complete the forms using 'SS' in its place. These applicants must also submit a **certified copy of their spouse's German passport** as proof of the spelling variation.*

- in respect of a divorced applicant whose divorce has not been duly registered (applicants may verify their marital status online: http://www.dha.gov.za/enquiry/marital/status/marital_status.asp), the applicant's divorce decree accompanied by an English translation by a sworn translator (*beeidigter Übersetzer*), if the original divorce decree is not in English or Afrikaans;

NOTE:

· *Current legislation stipulates that **female** divorced applicants may elect to continue using their married surname, revert to their maiden surname, any previous married surname or amended surname, or add such surname to any married surname she legally bears or bore at any prior time, without having to formally apply for change of surname; **this request should however be put in writing when applying for an identity document** (a template is available from our office, if required).*

- in respect of a widow whose spouse's death has not been duly registered (applicants may verify their marital status online: http://www.dha.gov.za/enquiry/marital/status/marital_status.asp), original or a certified copy of the applicant's spouse's death certificate accompanied by an English translation by a sworn translator (*beeidigter Übersetzer*), if the original death certificate is not in English; alternatively, an applicant whose spouse passed away in Germany may submit an extract from the death register (*Auszug vom Todesregister*), which is commonly known as an 'international death certificate';
- 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**;
- a self-addressed A5-size envelope franked with postage stamps to the value of €3,60 (*per Einschreiben*) to mail the issued document; alternatively, an applicant may collect the issued document in person from our office;
- proof of bank transfer / deposit of the application fee of €15,00 e.g. copy of transfer slip. (**Persons applying for their South African identity document for the first time do not have to pay the application fee**).

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.: Identity document; (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.**
- **A complete application must be submitted in person during the consular opening hours: Mon-Fri; 09:00-12:00 (no appointment is necessary) – the applicant must appear in person, so that he or she may be identified and his or her fingerprints taken.**
- 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.
- Applications submitted at our office are sent free of charge to the Department of Home Affairs in Pretoria, where the documents 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.
- Unfortunately the intra-departmental movement of the application and 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 may take up to six (6) months to process.
- Applicants would be immediately notified as soon as the identity document has been received by our office, but may follow the progress on the Department of Home Affairs website:
http://www.dha.gov.za/enquiry/id/status/id_status.asp.
- Applicants 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.
- Due to the long-term nature of such applications, applicants are kindly requested to keep our office informed of any change of address during the processing period.
- Applicants who reside in Bavaria and Baden-Wuerttemberg must 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 submitted by a South African citizen via the [ROSA Online Registration form](#).