

## 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 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 should be requested in writing and by submitting a self-addressed A4-size envelope franked with postage stamps to the value of €1,45 to mail the form to the applicant; alternatively, this form may be collected in person at our office during the opening hours: Mon-Fri; 09:00-12:00);

### **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, 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, which should be presented to the German police officer); please note however, that the German Police are under no obligation to assist with taking 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, 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.*
- *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** (attached) by persons applying for their South African identity document for the first time (as this form may not be downloaded, it should also be requested in writing);

**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 is the applicant i.e. person applying for the identity document.*
- *A recent photo of the child is not required for form DHA-24.*

- original or certified copy of the applicant's South African passport (including page with the residence permit for Germany, if applicable), identity document or birth certificate;
- in respect of permanent residents or dual citizens, original or certified copy of 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.home-affairs.gov.za/marital\\_status.asp](http://www.home-affairs.gov.za/marital_status.asp)), original or certified copy of 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.home-affairs.gov.za/marital\\_status.asp](http://www.home-affairs.gov.za/marital_status.asp)), original or a certified copy of 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.home-affairs.gov.za/marital\\_status.asp](http://www.home-affairs.gov.za/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(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 document and any personal original documents; alternatively, an applicant may collect the issued document in person from our office;
- proof of payment of the prescribed application fee of €15,00 e.g. copy of the bank transfer slip (**Persons applying for their South African identity document for the first time do not have to pay the application 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 : Südafrikanische Botschaft  
 Account number : 261 89 24  
 Banking institution : Commerzbank AG Berlin  
 Bank code : 100 400 00  
 Ref. : Identity document; (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):**

- Applicants are advised that 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.home-affairs.gov.za/track\\_status.asp](http://www.home-affairs.gov.za/track_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.
- 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)