

RETENTION OF SOUTH AFRICAN CITIZENSHIP

An adult South African citizen who intends to apply for foreign citizenship, but who does not want to lose his/ her South African citizenship, must first apply for the retention of South African citizenship, which must be done and be approved before acquisition of the other citizenship. The following documents must be submitted when applying for the retention of South African citizenship:

- [Form BI-1664](#) to be fully completed **in block letters and in black ink** (attached);
- [Form BI-529](#) to be fully completed **in block letters and in black ink** (attached);

NOTE:

- *Applicants are kindly requested to fully complete all parts of 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.*
- original or certified copies of South African passport or identity document;
 - confirmation from the relevant authorities of the respective country that the applicant has not yet acquired the citizenship of that country **accompanied by an English translation by a sworn translator (*beeidigter Übersetzer*), if the confirmation is not in English;**
 - a self-addressed A4-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 €31,00 e.g. copy of the bank transfer slip.

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.	: Retention of South African citizenship; (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

NOTE (Please read carefully):

- The processing period for an application for the retention of South African citizenship is a maximum of 15 working days;
- Applicants are requested not to contact our office unnecessarily for progress reports on applications. Applicants may however contact our office in the event of the application taking longer than 15 working days.
- 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

- 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](#).