

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 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's forename and/or surname has been amended. The following documentation must be submitted (**in person during the consular opening hours (Mon-Fri; 09:00-12:00) – no appointment is necessary**) when applying for a passport:

- [Form BI-73](#) (or DHA-73) to be fully completed **in block letters and in black ink** (attached);

NOTE:

- Applicants must complete Parts A, D and E.
 - Part B must be completed by an official at the South African Embassy in Berlin or Consulate-General in Munich – **the applicant must appear in person, so that he or she may be identified and his or her fingerprints taken.**
 - 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**).
 - 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 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 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 at 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.
 - 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.
- the applicant's South African passport including page with the residence permit for Germany, if applicable;

NOTE:

- The applicant's 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 ('Anzeige') should be submitted.
- If the current passport is damaged, what is left of the applicant's damaged passport should be submitted.
- If an applicant's forename and/or surname has been amended, the passport in the applicant's previous name should be submitted.

- in respect of dual citizens, the applicant's foreign passport;
- 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 however be put in writing when applying for a passport** (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 a passport** (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), 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';
- in respect of applicants born in Namibia, a fully completed 'Namibian Questionnaire' (available on request from our office);
- 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 forms**;
- a self-addressed A5-size envelope franked with postage stamps to the value of €3,60 (*per Einschreiben*) to mail the issued passport; alternatively, an applicant may collect the issued passport in person from our office;
- proof of bank transfer / deposit of the application fee of €41,00 e.g. copy of transfer slip. **(Please note that if the applicant's previous passport has been lost, stolen or damaged, the fee is double the amount of the prescribed fee i.e. €82,00; where the passport had been lost, stolen or damaged through no negligence on the part of the holder, only the normal fee will be payable).**

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.: Passport; (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.
- South African citizens whose circumstances necessitate frequent travel are entitled to a **maxi passport** valid for 10 years. A maxi passport is a 48-page passport that can only be issued to South African citizens 16 years and older. **Please note that the prescribed fee for a maxi passport is €62,00.**
- South African citizens are also entitled to hold **two passports** – either two ordinary passports or an ordinary 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.
- In terms of the [South African Citizenship Amendment Act of 2004](#), which came into effect on 15 September 2004, it is now an offence for an adult South African citizen to enter the Republic or depart making use of the passport of another country. Essentially, the Amendment Act provides that a South African citizen, who has dual citizenship or nationality, can freely use his or her foreign passport outside South Africa. However, they must use their South African passport to depart from or enter South Africa.
- 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. **Please note that since 1 March 2007 Germany no longer recognises South African temporary passports. Although a South African temporary passport may be used for entry into and departure from the Republic of South Africa, it may not be used for departure from and re-entry into Germany; applicant's are therefore advised to contact the relevant German authorities e.g. your local 'Office for Foreigners' (Ausländerbehörde) to make the necessary arrangements for their departure from and re-entry into Germany.**

- Applications submitted at our office are sent free of charge to the Department of Home Affairs in Pretoria, where the passports 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.

- The current processing period for a passport is usually 3 to 4 months, **after the application has been sent to the Department of Home Affairs in Pretoria**. Our office may issue a letter confirming that a passport application has been lodged and the processing period, if required by the German authorities.

- Applicants would be immediately notified as soon as the passport has been received by our office, but may follow the progress on the Department of Home Affairs website: http://www.dha.gov.za/enquiry/pass/status/pass_status.asp.

- On receipt of a passport from Pretoria, the applicant would be requested to return his or her current or temporary passport for cancellation. Cancelled passports would thereafter be returned to applicants together with their new passport.

- Due to the long-term nature of passport 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 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 be submitted by a South African citizen via the [ROSA Online Registration form](#).