

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 including the passport page with the valid residence permit for Germany or chip card foreigner's ID, if applicable;
- original or certified copies of South African identity document;
- original or certified copies of South African unabridged birth certificate;
- 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 €3,60 (*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 bank transfer / deposit of the application fee of €31,00 e.g. copy of transfer slip.

Only 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.: Retention of SAC; (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):

- 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 citizenship status 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.
- 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 in person 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 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 and cash deposits 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](#).