

APPLICATION FOR BIRTH REGISTRATION (NOTICE OF BIRTH)

In terms of the Birth and Death Registration Act, 1992 (Act No. 51 of 1992), any person born outside of the Republic of South Africa to a parent, who is a South African citizen at the time of his or her birth and whose birth is registered, shall be a South African citizen by descent.

General information about birth registration is available on the website of the Department of Home Affairs:
<http://www.dha.gov.za/index.php/civic-services/birth-certificates>.

South African Minister of Home Affairs (DHA), Dr Leon Schreiber, opened a VFS service centre on 23 October 2025 in in Zimmerstrasse 68, 10117 Berlin as part of the DHA's global expansion to improve services for South African citizens abroad. **New appointments for passport applications and registration of children born in Germany from the age of 0-1 year**, can be made at the [VFS service centre in Berlin](#). More information and updates are available on the official VFS South Africa DHA portal at <https://services.vfsglobal.com/deu/en/zap>

PLEASE PRINT OUT THIS CHECKLIST AND SUBMIT IT WITH THE COMPLETE APPLICATION!

The complete application must be submitted **in person and by appointment only** (see http://www.suedafrika.org/downloads/Civic_business_hours.doc). **The informant (child's parent, parents, guardian or any other person legally responsible for the child) must be accompanied by the child and both parents, as the case may be, when submitting the application.**

[illegible]

3	Form BI-529 / DHA-529 (in respect of the child being registered) <ul style="list-style-type: none"> May be downloaded and printed: http://www.suedafrika.org/downloads/BI-529_Determination_Citizenship.pdf The form must be fully completed in block letters and in black ink, dated and signed by the informant – questions that don't apply may be completed with 'n/a'; if answers to certain questions are not known, they should be marked as 'Do not know'. Questions 9, 10, 11 of Part A are of particular importance. 'Identity number' refers only to South African 13-digit identity numbers; where an 'identity number' is not applicable or unknown, the space should be completed accordingly. Informants must add their mobile phone number and email address under Part E. 	<input type="checkbox"/>
4	Form(s) BI-529 / DHA-529 (in respect of the child's South African parent(s)) <ul style="list-style-type: none"> May be downloaded and printed: http://www.suedafrika.org/downloads/BI-529_Determination_Citizenship.pdf 	<input type="checkbox"/>
5	In the case of notice of birth given after one (1) year, form DHA-288 (Affidavit in Support of Notice of Birth) to be fully completed in block letters and in black ink <ul style="list-style-type: none"> This form is to be completed by the parent / informant, who registers the child's birth, and may not be downloaded. This form shall be requested in advance (of the scheduled appointment) in writing by posting an A4-size envelope franked with sufficient postage stamps to the Embassy in Berlin / Consulate-General in Munich. 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'. Part D must be completed and signed before a Commissioner of Oaths at the South African Embassy in Berlin or Consulate-General in Munich – please note that no other office or notary public in Germany has the authority to perform the duties of a Commissioner of Oaths. The informant and Commissioner of Oaths must also initial each page. 	<input type="checkbox"/>
6	In the case of a child of 15 years and older, the following additional documentation must be submitted for a late birth registration: <ol style="list-style-type: none"> The child's fingerprints must be taken on form DHA-24/A. <ul style="list-style-type: none"> This form may not be downloaded i.e. is available to complete when the informant registers the child's birth in person. The informant's fingerprints must be taken on form DHA-24/A. A recent photo of the child (see http://www.suedafrika.org/downloads/Photo_Specifications.pdf). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	The child's South African parent's original South African passport <ul style="list-style-type: none"> A photocopy of the passport page with the applicant's biometric data / photograph and residence permit / <i>Chipkarte</i> for Germany, as applicable, must also be submitted. The original document will be given back to the applicant. 	<input type="checkbox"/> <input type="checkbox"/>
8	The child's South African parent's original South African birth certificate <ul style="list-style-type: none"> A photocopy of the document must also be submitted. The original document will be given back to the applicant. 	<input type="checkbox"/> <input type="checkbox"/>

9	<p>If one of the child's parents is not a South African citizen, the foreign parent's original passport</p> <ul style="list-style-type: none"> • A photocopy of the document must also be submitted. • The original document will be given back to the applicant. 	<input type="checkbox"/> <input type="checkbox"/>
10	<p>If the child holds the citizenship of another country and a passport has already been issued, the child's original foreign passport</p> <ul style="list-style-type: none"> • A photocopy of the document must also be submitted. • The original document will be given back to the applicant. 	<input type="checkbox"/> <input type="checkbox"/>
11	<p>If the child's parents are married, the parent's original marriage certificate</p> <ul style="list-style-type: none"> • A photocopy of the document must also be submitted. • The original document will be given back to the applicant. • If the marriage was solemnised abroad i.e. outside of South Africa, an apostille in terms of the 1961 Hague Convention must be affixed to the document in order to prove authenticity. An apostille is also referred to as an 'Überbeglaubigung' in Germany and parents who got married in Germany may obtain further details from the registry office (<i>Standesamt</i>), where the marriage was solemnised and which issued the marriage certificate (<i>Heiratsurkunde</i>). • If the original marriage certificate is not in English, it must be translated into English and certified as a correct translation by a sworn translator (<i>beeidigter Übersetzer</i>) at the expense of the applicant. Alternatively, applicants who got married in Germany may submit an extract from the marriage register (<i>Auszug aus dem Heiratseintrag</i>), which is also referred to as an 'internationale Heiratsurkunde'; such document must also have an apostille affixed to it. • If a sworn translation or extract from the marriage register (<i>Auszug aus dem Heiratseintrag</i>) is submitted, the original translation / extract shall not be given back to the informant, as it is sent to the Department of Home Affairs in Pretoria – if needed, the informant may apply for another extract / international marriage certificate at the German registry office (<i>Standesamt</i>) for his or her own records. 	<input type="checkbox"/> <input type="checkbox"/>
12	<p>A self-addressed A4-size envelope</p> <ul style="list-style-type: none"> • The envelope must be franked with postage stamps to the value of €4,25 (<i>per Einschreiben</i>) to mail the newly issued document, after it reaches the office of application (Embassy in Berlin or Consulate-General in Munich). 	<input type="checkbox"/>

Please note:

- There is no application fee for the registration of a birth.

- Upon registration of a birth at the Department of Home Affairs in Pretoria, an unabridged birth certificate, which includes the child's 13-digit South African identity number, is issued free of charge and will be mailed to the informant.

- Parents who would like their child to be issued with a South African passport may submit an application (see http://www.suedafrika.org/downloads/Passport_under_16.doc) **together with the birth registration.**

- All forms which are available for download are also available as printed forms at the Embassy in Berlin or Consulate-General in Munich. **Applicants are however encouraged to print and complete forms at home**, in order to avoid unnecessary delays and long waiting periods when they submit the applications in person. Applicants who print forms at home must however ensure that they use high quality paper and the forms they print are legible; forms may be printed in colour or black and white.

- **Application forms must not be folded.**

- All applicants must submit photocopies of personal documents together with the original documents e.g. passports, identity documents, birth marriage and death certificates, and divorce decrees – the photocopies would be certified by a consular official free of charge and the original personal documents returned / handed back to the applicants. Alternatively, applicants may submit copies of personal documents which have been certified by a German notary public (Notar) or the relevant German authorities.

- Applications submitted at the Embassy in Berlin or Consulate-General in Munich are sent free of charge to the Department of Home Affairs **in Pretoria, where applications are finalised and new documents issued**, with the diplomatic freight bag once a month. In the case of urgent applications, applicants may normally 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 – **this courier option is unfortunately not available currently due to the Corona pandemic.**

- **After the application has been sent to the Department of Home Affairs in Pretoria**, it may take up to 6 months for the application to be finalised and the newly issued document to reach the office of application / South African mission abroad. **Status / progress reports are not provided to applicants by the mission during the above-mentioned processing period**; applicants may however contact the Department of Home Affairs Contact Centre themselves about their application status: hacc@dha.gov.za.

- As soon as the newly issued document reaches the office of application / South African mission abroad, it would be mailed to the applicant in the self-addressed envelope provided, or the applicants would be duly notified.

- Due to the long-term nature of applications / processing period, applicants are kindly requested to keep our office informed of any change of address during the processing period.

- If required by the local German authorities, a letter confirming that the application has been lodged and the processing period may be provided to the applicant.

- 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](#).