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APPLICATION FOR AN IDENTITY DOCUMENT

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. Identity documents are issued to South African citizens or permanent residence permit holders who are 16 years or older.

South African missions abroad e.g. Embassy in Berlin or to the Consulate-General in Munich may accept an application for a South African identity document from a person applying for the first time; 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; and a person, who is temporarily residing abroad and who has previously been in possession of an identity document.

Please note however that in the case of an application for an identity document at a South African mission abroad, the issued identity document will be as a green bar-coded identity book, which is in the process of being phased out. Persons who apply at a Home Affairs office in South Africa are issued with the new smart card ID, which replaces the green bar-coded identity book. **Consequently, a person, who has previously been issued with a smart card ID may not be issued with a green bar-coded identity book afterwards, including in the case of name change e.g. after marriage or divorce.** We therefore strongly urge all applicants to apply for a smart card ID during their next trip to South Africa instead of applying for the green bar-coded identity book at a South African mission abroad.
General information about South African identity documents is available on the website of the Department of Home Affairs: http://www.dha.gov.za/index.php/civic-services/identity-documents.

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 following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below.	**Mission**
1	**Form BI-9 / DHA-9** • This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the application in person.	☐
2	**Two (2) identical passport photographs** • The photographs must meet the specifications (see http://www.suedafrika.org/downloads/Photo_Specifications.pdf) – to avoid processing delays, we recommend that applicants use a professional passport photo service. • The photographs must **not** be affixed to the application forms.	☐
3	**Form BI-529 / DHA-529** • May be downloaded and printed: http://www.suedafrika.org/downloads/BI-529_Determination_Citizenship.pdf • All South African citizens who apply abroad must complete this form and ensure that the information furnished is true and correct. • The form must be fully completed **in block letters and in black ink**, dated and signed by the applicant – 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. • **Applicants must add their mobile phone number and email address under Part E**.	☐

4	**In respect of applicants born in Namibia, the 'Namibian Questionnaire'** • May be downloaded and printed: http://www.suedafrika.org/downloads/Namibian_Questionnaire.pdf. • The purpose of this form is to verify the applicant's South African citizenship; therefore, applicants must ensure that the information furnished is correct and complete. • The form be must be fully completed **in block letters and in black ink**, dated and signed by the applicant – 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'.	☐
5	**The applicant's original South African passport** • A photocopy of the passport page with the applicant's biometric data / photograph and residence permit / *Chipkarte* for Germany, as applicable, must also be submitted. • The applicant's **original** passport must be submitted regardless of whether the current passport is full or expired or the applicant's forename and/or surname has been amended – **the original passport will be given back to the applicant**. • If the applicant's current passport has been lost or stolen, a police report (known in Germany as an '*Anzeige*' / '*Verlustanzeige*') **and** a loss of passport report (see http://www.suedafrika.org/downloads/Loss_of_passport_report.doc), which may be signed before a Commissioner of Oath when submitting the passport application in person, must be submitted. • If the current passport is damaged, what is left of the applicant's damaged passport must be submitted.	☐ ☐
6	**The applicant's South African birth certificate**, if available • A photocopy of the document must also be submitted. • **The original document will be given back to the applicant**.	☐ ☐
7	**In respect of dual citizens, the applicant's original foreign passport (or foreign identity document)** • A photocopy of the document must also be submitted. • **The original document will be given back to the applicant**.	☐ ☐
8	**In respect of former South African citizens by birth or descent who have renounced their South African citizenship, the applicant's original renunciation certificate** • A photocopy of the document must also be submitted. • **The original document will be given back to the applicant**.	☐ ☐
9	**In respect of an applicant applying for his or her identity document for the first time:** **a) copies of the applicant's parents South African identity documents and passports, and if one of the parents is not a South African citizen, the foreign parent's original passport and identity document.** **b) the applicant's South African birth certificate (in original, if available);** • A photocopy of the birth certificate must also be submitted. • **The original documents will be given back to the applicant**.	☐ ☐ ☐
10	**In respect of persons applying for their identity document for the first time and who do not have a South African birth certificate, the form DHA-24** • This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the application in person.	☐

11	**In respect of a married applicant whose marriage abroad i.e. outside of South Africa has not been duly registered on the National Population Register, the applicant's original foreign marriage certificate, the certified copies of their spouse's passport and identity document.** • 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 applicants who got married in Germany may obtain further details from the registry office (*Standesamt*), where the marriage was solemnised and which issued the marriage certificate (*Heiratsurkunde*). 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 (*beeidigter Übersetzer*) at the expense of the applicant. • Alternatively, applicants who got married in Germany may submit an extract from the marriage register (*Auszug aus dem Heiratseintrag*), which is also referred to as an *'internationale Heiratsurkunde'*; **such document must also have an apostille affixed to it**. The original extract from the marriage register (*Auszug aus dem Heiratseintrag*) shall not be given back to the applicant, as it is sent to the Department of Home Affairs in Pretoria – if needed, the applicant may apply for another extract / international marriage certificate at the German registry office (*Standesamt*) for his or her own records. • 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 is done free of charge, but the request must be put in writing when applying for a new identity document** (see http://www.suedafrika.org/downloads/Declaration_surname_after_marriage.doc). • 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 'β' character should complete the forms using 'SS' in its place.	☐ ☐ ☐
12	**In respect of a divorced applicant whose divorce has not been duly registered on the National Population Register, the applicant's original divorce decree** • 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 applicants who got divorced in Germany may obtain further details from the court (*Amtsgericht*), where the divorce was pronounced and which issued the divorce decree (*Scheidungsurkunde*). • If the original divorce decree is not in English, it must be translated into English and certified as a correct translation by a sworn translator (*beeidigter Übersetzer*) at the expense of the applicant. • A photocopy of the document and apostille must also be submitted. • **The original document will be given back to the applicant**. • 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 must be put in writing when applying for a new identity document** (see http://www.suedafrika.org/downloads/Declaration_surname_after_divorce.doc).	☐ ☐ ☐

13	**In respect of a widow / widower whose spouse's death abroad i.e. outside of South Africa / change of marital status has not been duly registered on the National Population Register, the deceased spouse's original foreign death certificate** • 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 applicants who got divorced in Germany may obtain further details from the registry office (*Standesamt*), where the death was registered and which issued the death certificate (*Sterbeurkunde*). • If the original death certificate is not in English, it must be translated into English and certified as a correct translation by a sworn translator (*beeidigter Übersetzer*) at the expense of the applicant. Alternatively, whose spouses passed away in Germany may submit an extract from the death register (*Auszug aus dem Todeseintrag*), which is also referred to as an '*internationale Sterbeurkunde*'; **such document must also have an apostille affixed to it**. • A photocopy of the document and apostille must also be submitted. • **The original document will be given back to the applicant**.	☐ ☐
14	**Proof of payment of the application fee** • Payment of the application fee must be made through an electronic bank transfer (see http://www.suedafrika.org/downloads/Civic_fees.doc). • A copy of the transfer / deposit slip must be submitted as proof of payment. • Payment must be made at least five working (5) days before submitting the application. • Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich!	☐
15	**A self-addressed A5-size envelope** • The envelope must be franked with postage stamps to the value of €4,25 (*per Einschreiben*) to mail the newly issued document, after it reaches the office of application (Embassy in Berlin or Consulate-General in Munich).	☐

Please note:

- 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:* Tel.: +27 80 060 1190; Email: 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.