

APPLICATION FOR TOURIST PASSPORTS: PERSONS UNDER 16 YEARS

A South African citizen, who are under 15 years or younger, is entitled to a tourist passport, which is valid for 5 years and not renewable – once the validity period of a passport expires, an application for a new passport must be submitted. Any South African citizen, who is 15 years or younger, may apply for a passport if the current passport he or 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.

An applicant must have a 13-digit South African identity number, in order to apply for a passport; applicants who do not have a 13-digit South African identity number first must apply for the registration of their birth (see http://www.suedafrika.org/downloads/Birth_registration.doc) and / or for a South African identity document (see http://www.suedafrika.org/downloads/Identity_document.doc, as the case may be.

General information about South African passports is available on the website of the Department of Home Affairs: <http://www.dha.gov.za/index.php/civic-services/travel-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) **by both parents (subject to the exceptions mentioned below) who must accompany the child.**

	The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below.	Mission
1	Form BI-73 / DHA-73 - May be downloaded and printed: http://www.suedafrika.org/downloads/BI-73_Passport.pdf. - The form must be fully completed in duplicate in block letters and in black ink, dated and signed by the applicant's South African parent – questions that don't apply may be completed with 'n/a'. - 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, who will identify the applicant / child. - Under 'Signature of the applicant' in the bottom left hand corner, that box / white space should be left blank, as no signature is required from the child. - Subject to the exceptions mentioned under Part C, parental consent for issuing of the passport must be duly granted by both the applicant's parents or guardians in the prescribed manner under Part C. - If one parent is not a South African citizen, his or her passport number should be completed. - If the parent is a single parent, then an original unabridged birth certificate of the child must be submitted as proof thereof. - If the parents are divorced, then both parents are still required to sign consent unless sole guardianship and custody has been given to the parent making the application, in which case proof thereof must be submitted, e.g. a court order together with a certified English translation, if necessary. - If one of the parents is deceased, then an original or certified copy of the death certificate together with a certified English translation, if necessary, must be submitted. - If parents are divorced or separated and one of the parents cannot be traced, then a court order regarding the granting of sole custody and guardianship together with a certified English translation, if necessary, must be submitted. - 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.	☐

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's South African parent – 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	The applicant's original South African passport - 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 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.	☐ ☐
5	The applicant's South African birth certificate, - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐
6	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.	☐ ☐
7	The applicant's parents' original passports and identity documents - Photocopies of the passport page with the holder's biometric data / photograph must also be submitted. The original documents will be given back to the applicant. - If the applicant's parent(s) is / are deceased, in the case of minors, a certified copy of the court order or certificate of adoption and certified copy of the lawful guardian's identity document.	☐ ☐

8	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! - Applications to replace lost, stolen or damaged passports will be double the normal fee, if the incident was as a result of negligence on the part of the holder.	☐
9	A self-addressed A5-size envelope The envelope must be franked with postage stamps to the value of €4,45 (<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).	☐

Please note:

- In the case of minor children (under the age of 18) who hold the citizenship of another country e.g. Germany and where the family resides permanent in Germany, there is no real need for such children to hold South African child passports in addition to their German passports – the [South African Citizenship Amendment Act of 2004](#), which came into effect on 15 September 2004 (see http://www.suedafrika.org/downloads/Notice_dual_citizenship.doc), only applies to adult South African citizens; therefore, as a minor, a child, who is a dual citizen, is under no obligation to enter and depart the country on a South African passport. For holiday visits to South Africa which **do not exceed ninety (90) days**, such minor child may enter the country on his or her German passport, and be issued with a visitor's visa on entry (see <http://www.suedafrika.org/en/visa-sa-documents/visas-short-stay-not-exceeding-3-months.html>). Nevertheless, the final decision lies with the parents who may insist that their child be issued with a South African tourist passport, which is valid for five (5) years, and for which they must pay the passport application fee.

- 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.

- **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. In the case of passport applications, the applicant would be requested to return his or her current valid tourist passport for cancellation; cancelled passports would thereafter be returned to applicants together with their new passport.

- 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.