

## REQUIREMENTS FOR BIRTH REGISTRATION (15 YEARS AND ABOVE)

**KINDLY NOTE THAT YOU REQUIRE AN APPOINTMENT TO SUBMIT THE APPLICATION IN PERSON**

**Both parents of minor children must attend for birth registration**

**I. Prescribed forms to be completed in BLACK INK and BLOCK LETTERS**

- **DHA- 24/LRB** (Notice of Birth), **DHA-24/A** (where finger prints must be taken), **DHA-288** (Late Birth Affidavit) **DHA-288/C** (to be completed by the parents whose child was born out of wedlock) , **2X DHA 9**, and **3X DHA 529** (one must be completed in the name of the child and the other two is for each SA parent to complete) **DHA-73** (passport application form)

**II. Certified copies x 3 of the following supporting documents:**

- Applicant's unabridged birth certificate
- Certified copies of both the parents SA ID documents and valid SA passports
- Valid foreign passports of non-South African parent(s)
- Proof of foreign nationality of the applicant.(Document indicating how and when the foreign nationality was acquired, such as naturalization/Registration certificate or a letter ISSUED by the foreign Government Department from.
- Applicant's and Parents' marriage certificate

If married /divorced in UK i.e. outside SA, it is compulsory to register the marriage/divorce with the Department of Home Affairs. So in order to enable this office to register the marriage & divorce in South Africa please download and complete the form "REGISTRATION OF MARRIAGE" /"REGISTRATION OF DIVORCE" from our above website and submit together with:

- legalize/apostille marriage certificate or divorce decree,
- To get the UK document legalized please contact : [legalisationenquiries@fco.gsi.gov.uk](mailto:legalisationenquiries@fco.gsi.gov.uk) ,  
telephone : No. 03700 0022 44

*Web site:* <https://www.gov.uk/get-document-legalised>

- If married/divorced outside UK, please contact the relevant Embassy/High Commission to legalise/apostille the document
- If the parents have dual nationality, please provide proof of how and when you acquire the foreign nationality, such as naturalization/Registration certificate/or a letter issued by the foreign Government Department. If the document is in foreign language then it has to be officially translated in English language
- Retention of SA citizenship certificate of the parents

- III. 6 x Passport size photographs
- IV. Pre-paid self-address special delivery envelope
- V. Cash payment in British Pounds or Postal Order of exact amount payable to South African High Commission

Adult Passport	£35
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- VI. Please provide an e-mail address in block hand writing

**VERY IMPORTANT NOTES: PLEASE READ CAREFULLY**

- ✓ All forms must be fully completed in black ink
- ✓ All foreign documents **MUST** be officially translated into English
- ✓ Please ensure that when you visit the office for your appointment you have the original documents plus 2x copies each supporting document
- ✓ If you are submitting your application by post please include with the application 2 x A4 Self-Addressed stamped (with 1x special delivery envelope and 2 x. 1<sup>st</sup> Class Large-postage stamp) in case there is a query. Queries will not be posted where the size of the envelope and the amount of the stamp are not appropriate due to Postal Services restrictions.
- ✓ For Postal applications, all supporting documents must be certificated by an authorized

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You may post your complete application to the following address:  
South African High Commission, 15 Whitehall, London, SW1A 2DD

OR

You may request an appoint to lodge the application in person.

Send your request for an appointment at: [Civic.appointments@dirco.gov.za](mailto:Civic.appointments@dirco.gov.za), quoting the hand written reference on your forms. The request must include Full names, ID number and Type of Service required.

Please do not request an appointment if you are NOT ready to lodge/ submit your application.

Confirmation for your appointment will be communicated to you within 5 working days from date of receipt of your requests.