



South African High Commission · Home Affairs Consular Section · 15 Whitehall ·
London SW1A 2DD
Telephone: +44 (0) 20 7925 8901
Fax +44 (0) 20 7925 8930
Web site: <http://www.southafricahouse.uk>

REQUIREMENTS FOR BIRTH REGISTRATION AND PASSPORT (1 YEAR TO 7 YEARS)

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

Both parents must attend for birth registration

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

- DHA- 24/LRB Notice of Birth, 24/A (where children 7 years and above must take fingerprints) , DHA-288 (Late Birth affidavit) , DHA-288/C (to be completed for child born out of wedlock), and 3X DHA 529 (one must be completed in the name of the child and one per South African parent), and DHA-73
- DHA-73, passport application form

II. Certified copies x 2 of the following supporting documents:

- Child's unabridged birth certificate
- Certified copies of both parents SA ID documents and valid SA valid passports
- Valid foreign passports of non-South African parent(s)
- Proof of foreign nationality of the child. (Document indicating how and when the foreign nationality was acquired) such as 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.

- If the parent/s have dual nationality, please provide proof of how and when the foreign nationality was acquired, such as naturalization/registration certificate or letter from the relevant authorities stating as how and when(date) foreign citizenship was issued to you , if the document is in foreign language then it has to be officially translated in English language.
- Retention of SA citizenship certificate of parent(s)
- Parents' marriage certificate
 - If married /divorced 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 website and submit together **with** legalized/apostille marriage certificate or divorce decree
 - If married and/or divorced in the United Kingdom and Northern Ireland please contact: legalisationenquiries@fco.gsi.gov.uk , tel. No. 03700 0022 44 <https://www.gov.uk/get-document-legalised>
 - If married/divorced outside UK, please contact the relevant Embassy/High Commission to legalise/apostille the document

III. 4 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

Child Passport	£35
----------------	-----

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 2x A4 Self-Addressed stamped (with 1x special delivery envelope and 2 x. 1st 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 Commissioner of Oath (2x copies).
- ✓ For more information please visit our website: www.southafricahouse.uk, select Home Affairs, Civic Services, BIRTH REGISTRATION
- ✓ The normal processing time is 6 months. Delays are expected due to Covid 19.
- ✓ Once your application is successfully lodged, do not to contact office until the turnaround of 6 months has passed.
- ✓ You will receive an email notification when the passport is ready for collection.

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,

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.