

REQUIREMENTS FOR BIRTH REGISTRATION (AFTER 31 DAYS OF BIRTH AND UP TO 1 YEAR)

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

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

- DHA- 24, DHA-288A, 3X DHA 529, and DHA-73
- DHA-529, one must be completed in the name of the child and the other two by South African parents only.
- **DHA- 288C to be completed for child to be registered born out of wedlock. The form is available on our website.**

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

- Applicant's unabridged birth certificate
- Certified copies of both the parents ID documents and valid South African passports for SA parents
- Proof of foreign nationality of the child.(Document indicating proof of how and when the foreign nationality was acquired, such as Registration certificate or a letter from the authority.
- If the parents have dual nationality, please provide proof of how and when the foreign nationality was acquired , such as naturalization/Registration certificate
- Retention of SA citizenship certificate of the parents
- Parents' marriage certificate

If parents are married /divorced in UK i.e. outside SA, it is compulsory to register the Marriage/Divorce with the Department of Home Affairs. To register please download and completes form "**REGISTRATION OF MARRIAGE**" /"**REGISTRATION OF DIVORCE**" available on our above website and submit together with:

- legalize/apostille marriage certificate or divorce decree,
- Please contact: legalisationenquiries@fco.gsi.gov.uk ,
Telephone. 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. **Please provide an e-mail address in block hand writing**

VERY IMPORTANT NOTES: PLEASE READ CAREFULLY

- ✓ **Both the parents must come to the office to register the birth of the child**
- ✓ **All forms must be fully completed**
- ✓ **All foreign documents **MUST** be officially translated into English**
- ✓ **Please ensure that when you visit the office for your appointment you already have original documents plus 2x copies each of supporting documents.**

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.