

REQUIREMENTS FOR BIRTH REGISTRATION WITHIN 30 DAYS

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

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

For postal application: Copies MUST be certified by a Commissioner of Oath

- Applicant's unabridged birth certificate
- Certified copies of both the parents ID documents and valid South African passports
- Proof of foreign nationality of the child. (Document indicating proof of how and when the foreign nationality was acquired, such as naturalization/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 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.
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- Retention of SA citizenship certificate of the parents
- Parents' marriage certificate

If parents are married /divorced outside SA, it is compulsory to register the Marriage/Divorce with the Department of Home Affairs. To register the marriage & divorce please download and complete form "**REGISTRATION OF MARRIAGE**" /"**REGISTRATION OF DIVORCE**" available on our 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 with eyes open**
- IV. **2 x Pre-paid self-address special delivery A4 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 in black ink only**
- ✓ **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**
- ✓ **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 2 working days from date of receipt of your requests.