

REQUIREMENTS FOR CHANGE OF SURNAME (18 YEARS AND ABOVE)

Prescribed forms: BI-196, 2X DHA-24LRB (1 x new surname & 1 x old surname) DHA 529, DHA-1688, DHA-154 (in new surname), and Form SVP – 109E (For citizens born in Namibian)

to be completed fully in BLACK INK and BLOCK LETTERS

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

- Current passport
- ID book or Smart ID Card
- Birth Certificate
- Signed statement confirming why you wish to change your surname
- Signed consent from surname holder with a certified copy their passport
- 4 x identical passport-sized photographs
- Marriage certificate
- Divorce decree
- Proof of foreign citizenship, confirming how and when foreign citizenship was obtained (issued by the foreign government)
- Letter of retention of your South African Citizenship (if foreign citizenship was acquired as a major of age and after 6 October 1995)
- Letter of exemption (if foreign citizenship was acquired as a major of age and before 6 October 1995)
- Proof of South African citizenship i.e. South African naturalization certificate and South African immigration permit (if you are **not** a South African citizen by birth/descent)

II. Prescribes Fess

Surname Change	£28*
Birth Certificate	£7*

*Cash payment in British Pounds or Postal Order of exact amount payable to South African High Commission.

VERY IMPORTANT NOTES: PLEASE READ CAREFULLY

- ✓ 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 have the original documents plus 2x copies each supporting document or
- ✓ If you are submitting your application by post please include the application 2x A4 Self-Addressed stamped (1x special delivery envelope and 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.
- ✓ The normal processing time is 36 months or more. Delays may be expected due to Covid 19.
- ✓ Once your application is successfully lodged, do not to contact office until the turnaround of 36 months has passed.
- ✓ You will receive a birth certificate in your new surname as a confirmation that your application was successful, by post

The Address:

South African High Commission

15 Whitehall, London SW1A 2DD