

## REQUIREMENTS FOR CHANGE OF SURNAME OF MINOR (UNDER 18 YEARS)

**Prescribed forms:** BI-196, 2X DHA-24LRB (1 x new surname & 1 x old surname)  
DHA 529, DHA-154 (in new surname) 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
- Unabridged/Full birth Certificate
- Current passport of both parents
- Signed statement confirming why the minor's surname needs to be changed
- Signed consent from surname holder with a certified copy of their passport
- 4 x identical passport-sized photographs
- Source document linking applicant to new surname (i.e. parent(s) marriage certificate and adoption certificate)
- Proof of foreign citizenship, confirming how and when foreign citizenship was obtained (issued by the foreign government)
- 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)
- The responsible parent must sign the forms on behalf of a minor child accompanied by signed consent from the other parent. If divorced, documentary proof of sole custody and control and guardianship of child/children.
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### II. Prescribes Fess

Surname Change	£7*
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 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 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 the new surname as a confirmation that your application was successful, by post

**The Address:**

**South African High Commission, Consular Section**

**15 Whitehall, London SW1A 2DD**