

REQUIREMENTS FOR IDENTITY DOCUMENT-GREEN BOOK- FOR (15 YEARS AND ABOVE)

Please Note: Foreign offices do not facilitate applications for Smart ID Card.

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

Prescribed forms: DHA 9, and DHA 529, to be completed in BLACK INK and BLOCK LETTERS

Form SVP – 109E (For citizens born in Namibia and who are SA citizens)

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

- Current passport
- ID book
- Unabridged birth certificate (For applicants 1st time ID applicants and for 15 ½ years of age)
- Marriage certificate
- If you are married /divorced in UK or outside SA, it is compulsory to register your marriage/divorce with the Department of Home Affairs. So in order to enable this office to register your marriage & divorce in South Africa please download and complete the form **“REGISTRATION OF MARRIAGE” / “REGISTRATION OF DIVORCE”** from our above website and submit together with:

Marriage certificate issued outside SA which must have a legalized/apostille stamp.

For (information) legalized/apostille marriage certificate & your legalized/apostille divorce decree.

Please contact: legalisationenquiries@fco.gsi.gov.uk , tel. No. 03700 0022

44.<https://www.gov.uk/get-document-legalised>

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If you are married/divorced outside **UK** then you need to contact the Embassy/High

Commission of that country to get it stamped with legalised/Apostille stamp

- Final Divorce Decree and marriage certificate
- Copies of your husband/wife passport/ID document
- A signed letter confirming that you want your Identity Document to be issued in your married/maiden surname
- If you have dual nationality, please provide proof of how and when you acquired the foreign nationality, such Naturalization /Registration Certificate or foreign birth certificate. If the document is in foreign language, then it has to be officially translated in English.
- Letter of retention of your South African Citizenship.

- Certified copies of both the parents **ID documents** and passports if you are applying for 1st time Identity Document
- Proof of both the parents' foreign nationality such as naturalization/Registration certificate (For applicants who are applying for 1st ID Document)

111 4 x Passport size photographs.

1V Cash payment in British Pounds or Postal Order of exact amount payable to South African High Commission

Identity Document	£12
	NB: free of charge for 1 st issue-(meaning for first time applicant)

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 (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.
- ✓ The normal processing time is 6 months. Delays may be 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 your 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.