



South African High Commission · Home Affairs Consular Section · 15 Whitehall · London SW1A 2DD
Telephone: +44 (0) 20 7925 8901; Fax +44 (0) 20 7925 8930; Web site: <http://www.southafricahouseuk.com>

IMPORTANT INFORMATION

Services at 15 Whitehall (Home affairs) are now rendered strictly by appointment ONLY.

Please follow the steps below:

Step No 1: Complete all forms received and prepare your supporting documents.

Step No 2: Send your request for an appointment to: Civic.appointments@dirco.gov.za, with the **subject line : Application for ETC and your ID number**. The request must include Full names, list supporting documents on hand and preferred date of appointment (Mondays to Fridays only, between 9h00 to 12h00, except public holidays).

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 when all requirements are met.

REQUIREMENTS FOR EMERGENCY (ONE WAY) TRAVEL DOCUMENT APPLICATION

- I. **Prescribed forms:** DHA 73, DHA 9, and DHA 529, to be completed in BLACK INK and BLOCK LETTERS
Statement Form (CMO 217 if the passport is lost/stolen)
Form SVP – 109E (For citizens born in Namibia and who are SA citizens)
- II. **Original plus copies x 2 of the following supporting documents:**
 - Current passport
 - Motivation letter, stating what is the emergency, when you will be returning and what document you will be using to return to UK and also stating the address in SA where you are going to reside.
 - Proof of your emergency i.e. Signed and stamped doctor's letter stating the condition of your relative/Death Certificate

- ID book or Smart ID Card
Unabridged birth certificate (For applicants of 18 years of age and under and for those who are giving their fingerprints for the 1st time)
- Marriage certificate
- If you are married /divorced in UK i.e. 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 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>

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 copies of marriage certificate and final divorce decree must be submitted
 - Foreign Final Divorce Decree (i.e. if divorced outside SA) must be Apostilled/Legalized and also submit divorce registration form from our website.
 - Copies of your husband/wife passport/ID document
 - 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 a sworn translation by the official translator in English language.
 - Letter of retention of your South African Citizenship.
 - Certified copies of both the parents ID documents and passports if you are below 18 years of age.
 - Proof of both the parents' foreign nationality such as naturalization/Registration certificate (For applicants who are below 18 years of age)
- 111 4 x Passport size photographs (2 x extra photos if applying for 1st ID document)**
- 1V Cash payment in British Pounds or Postal Order of exact amount payable to South African High Commission**

Emergency certificate (for adult)	£22.00
Emergency certificate (for child)	£ 12.00

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 or 3 x copies if applying for passport and ID document.
- ✓ Proof of your emergency i.e. Signed and stamped doctor's letter stating the condition of your relative/Death Certificate
- ✓ For more information please visit our website: www.southafricahouseuk.com, select Home Affairs, Civic Services, Passports
- ✓ You will receive an email notification when your application is approved.

PLEASE NOTE: Before you make an appointment see that you have all the above and copies of all your original documents. If you do not comply with the requirements you will not be assisted and therefore you will have to book a new appointment.

**The Address: South African High Commission,
Consular Section,
15 Whitehall,
London SW1A 2DD**