



South African High Commission • Consular Section • 15 Whitehall •
London SW1A 2DD
Telephone: +44 (0) 20 7925 8900 (3-5pm)
Website: www.southafricahouse.uk

REQUIREMENTS FOR ADULT (15 YEARS AND ABOVE) PASSPORT APPLICATION

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

- I. Prescribed forms: DHA 73, DHA 9, and DHA 529, to be completed in BLACK INK and BLOCK LETTERS
Statement Form (For the lost/stolen passport)
Form SVP – 109E (For citizens born in Namibian)
- II. Certified copies x 2 of the following supporting documents:
 - Current passport
 - ID book or Smart ID Card
 - Marriage certificate
 - Unabridged birth certificates for applicant under 18 years.
 - Parental consent on page 2 of DHA 73 and consent affidavit if under 18 years. (affidavit is available to download on www.southafricahouse.uk)
 - Parents ID books and passport if under 18.
 - Foreign marriage certificate (i.e. if married outside SA) must be Apostilled/Legalized, and also submit ID/Passport of spouse together with the marriage registration form available on our website.
 - Final Divorce Decree, both 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 available on our website.
 - *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. 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***

To legalize/apostille marriage certificate or 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, please contact the relevant Embassy/High Commission to legalise/apostille your document

- A letter confirming that you wish for your passport 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 or Registration Certificate.

If you are British citizen and you do not have any of the above documents, please contact:

HM Passport Office

Disclosure of Information

Peterborough Searching Team

Peterborough

PE1 1QG

Email: DPA.Queries@hmpo.gov.uk

www.gov.uk/hm-passport-office

- Letter of retention of your South African Citizenship.

111 4 x Passport size photographs

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

Ordinary Adult Passport	£35
Maxi Passport	£50
Lost Passport/Stolen/damaged passport	£70

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 with 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 (Please do not send your original documents including passport).
- ✓ 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 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 10 working days from date of receipt of your requests.