

BIRTH REGISTRATION AND CHILD PASSPORT APPLICATION

1. REQUIREMENTS FOR BIRTH REGISTRATION

- All births registered by the Department are in terms of the Births and Deaths Registration Act. There is no exclusion or separate requirements for foreign birth registrations.
- Supporting documents must be attached to an application as prescribed in the Births and Deaths Registration Act. Only complete applications with required supporting documents will be accepted and processed for Foreign Birth Registration.
- Parents' particulars must be attached to every child's application submitted. Without these no application will be processed.

APPLICATION FORMS AND REQUIRED DOCUMENTS:

- Application form Notice of Birth (DHA-24)
- DHA-154 (Application for birth certificate)
- BI-59E (Affidavit registration of birth)
- DHA 529x3 (Applicant, Mother&father duly fully completed), completed by south African citizens only
- Full birth certificate of the applicant **(translated to English by certified translation office)**
- Marriage certificate if the parents are married or both parents must acknowledge paternity.
- Both parent ID and passport copies

2. PASSPORT APPLICATION: NEWBORN

- Child's Birth must first be registered with DHA for the child to apply for a passport.
- Birth registration and child passport application are done simultaneously.
- A duly completed passport application Form DHA-73 and x3 DHA-529 (Determination of Citizenship)
- Accompanied by completed birth registration forms and documents detailed above
- 4 x colour photographs that comply with the Passport and ID Photograph Specifications (light grey/ plain cream-coloured background showing head and shoulder measuring 35mmx45mm)
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APPLYING FOR A PASSPORT: Persons under 18 years (Child passport)

These passports are issued to SA citizens who are under 18 years old. The passports are valid for 5 years. Once the validity period of a passport expires you will have to submit a new application for a passport.

To apply for the passport, you must submit the following documents:

- A duly completed passport application Form DHA-73 and x3 DHA-529 (Determination of Citizenship)
- **Applicants who are 16 years and above, who were never issued with a South African identity document (ID), must apply for a South African ID when applying for a passport. Only ID books are issued at the embassies.**
 - Requirements:
 - o If the parents are married, the passport application form must be signed by both parents and the child and both parents should be in attendance when the application is submitted.
 - o If divorced and sole parental rights and responsibilities regarding guardianship have not been granted to one parent, the child and both parents should be in attendance when the application is submitted, and both must sign the application form.
 - o If a parent is deceased, his or her death certificate and a copy thereof must accompany the application for the passport
 - o In the case of minors born out of wedlock, the biological father's consent will also be required if any of the circumstances as outlined in section 21 of the Children's Act, 1995, are applicable, the child and both parents should be in attendance when the application is submitted.
 - o If the applicant is in the care of a guardian other than the parents, proof of the High Court's appointment must accompany the application.
 - o If a parent cannot be located or refuses to consent, or a dispute concerning consent arises, the matter should be referred to the Children's Court. The Court's decision must be submitted with the application for the passport.
- The child's South African birth certificate and a copy thereof or foreign birth certificate.
- Parent's passports and or ID copies; marriage certificate
- Four colour passport photographs that comply with the Passport and ID Photograph Specifications.

If also applying for identity document (16 years and above)

- Additional two passport photographs
- Dha-9 Form for full set of fingerprints (only for ID book application and not for passport application)
- Documents as per above must be attached

All documents must be translated in English

Forms must be filled using black inked pens only