



**South African High Commission
Wellington, New Zealand**

Dear Applicant

Thank you for your enquiry regarding the application for a SA child passport. Below you will find the necessary requirements and information for completing the application.

Under normal circumstance, passport applications take 6 to 12 months to be finalised.

Applicants are requested to bear in mind that applications are forwarded to the Department of Home Affairs in South Africa for processing.

Applicants are requested not to contact the Mission unnecessarily for progress on passport applications. These requests ultimately delay the process.

Please do not make firm travel arrangements before obtaining your passport.

All forms must be completed in BLACK INK

Please ensure that you complete the forms in full – leaving no blanks. If something is irrelevant please indicate so with an 'n/a'.

Where certification of documents is required, the certification is not to be more than 3months old.

SA PASSPORT CHILD UNDER 16 Years

Note If your children are under 15 years old, they are not required to have fingerprints taken.

If the child is older than 15 years old, they are required to apply for the First Adult Passport and ID Book.

Applications can be couriered to the South African High Commission provided:

1. Child has been sighted and their photo verified by a JP
2. Section B of the BI-73 has been completed and signed by the JP (**in black ink**) and must include their authenticating stamp in this section.

SA Child Passport Requirements

1. **Form BI-73 - Passport application form** **Pre fill form if submitted in person**
Note JP can complete Sec B of this form.

2. **Form BI-529 Determination of Citizenship Status** **Pre fill form if submitted in person**

This form is required for all passport applications made outside of South Africa.

Please mark N/A to questions that are not applicable.

Do not leave anything blank.

Please note questions A9 & A10 MUST be answered and section 'E' signed by the parent of the child or the form will be returned.

EXAMPLE

- 9 a) **Date of your departure:** **When did you leave SA?** **ie. 24 Oct 2013**
9 b) **Reason for your departure:** **Why did you leave SA?** **ie. Job Offer**

10 Particulars in respect to foreign citizenship

- If you do not have foreign citizenship, state N/A.
- If you have not had the official ceremony then state N/A.
- If you have had the official ceremony OR received your foreign citizenship certificate then state the date of issue and provide a certified copy of that certificate with your application.

10c Means of acquisition

- If you applied for citizenship then it would be 'naturalisation'

3. **Form DI-47 – Loss of passport report and Police report**

To be submitted for lost/stolen passport only.

4. Certified copy of child's current passport AND unabridged birth certificate.

5. Certified copies of both parents' passports.

6. Signed declaration of address

7. Certified copy of your foreign citizenship certificate and your dual citizenship certificate, if applicable.

8. **Photographs**

Four (4) clear, professionally taken colour photos of full face of applicant, showing only head and shoulders measuring 35mm x 45mm.

Include the photos but do not attach them to the form.

Have one (1) photo endorsed by the **Justice of Peace. Please ensure the JP does not directly write on the back of them as this can cause damage to photos. Rather sign and stamp on a sticker and attach.**

9. If you are a naturalised South African, a certified copy of your Naturalisation Certificate.

10. **Fees for passports**

Adult/children regular passport NZ\$114.00;

Maxi passports NZ\$229.00

Lost/stolen/damaged passport NZ\$229.00.

Payment can be made via online bank transfer:

Please ensure to do a **SEPARATE** transfer for each application.

Attach proof of payment for each individual application.

Bank Account Details

South African High Commission DHA

12-3140-0362170-00

Particulars – Type of application (eg. Adult passport, Unabridged Birth Certificate etc.)

Code – First Name (Name of applicant)

Reference – Surname (Of applicant)

11. ***Courier bag and Tracking ticket***

The courier bag must be track and trace. It is for domestic use only. It will be used to return to you the issued passport/document on receipt from DHA.

All completed applications can be forwarded to the below address:

PO BOX 25406

Wellington

6140

Regards

Consular Services

Tel number 04 815 8484