



South African High Commission
Wellington, New Zealand

Dear Applicant

ID APPLICATIONS

Thank you for your inquiry regarding an application for a SA identity book. Below you will find the necessary requirements and information for completing the application.

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

All Police stations in NZ no longer provide fingerprint services for South African Passports and ID Books.

Applicants MUST TRAVEL TO WELLINGTON AND WE WILL ASSIST YOU

Be advised that an appointment is necessary. Appointments are: Monday, Tuesday, Wednesday and Friday between 9am and 1pm.

Please contact this office to make an appointment on 04 8158484 during the hours of 2 - 5pm, Monday - Friday or email consular.wellington@dirco.gov.za

PLEASE ENSURE ALL FORMS ARE DONE IN BLACK INK

ID BOOK Requirements First Time

- 1. DHA-9 - Full set of fingerprints**
Form will be given at appointment and fingerprints will be done at the High Commission
- 2. BI-529 form** **Please pre fill out**
3. Certified copy of parents first page of the Identity document or ID card and certified copy of parents passport (certifications must not be older than 3 months)
4. Certified copy of unabridged birth certificate (certifications must not be older than 3 months)
5. Two (2) certified colour passport photographs, 35mm x 45mm, in colour showing full facial features of the applicant (head and shoulders). **(Photographs taken at photo booths are not acceptable).**
6. A return self-addressed track & trace courier bag per application.

In a case where parents have passed on, the lawful guardian will submit the certified copy of the court order certificate of adoption and certified copy of the first page of his/her identity document.

ID BOOK Requirements RE Issue

1. DHA-9 - Full set of fingerprints

These are to be done in Wellington at SAHC office, available by appointment.

2. BI-529 form

A certified copy of your Retention of South African Citizenship Certificate (dual citizenship) if you also have the citizenship of a foreign country.

3. Certified copy of unabridged marriage certificate (female applicants only).

4. Certified copy of unabridged birth certificate; where a name change has taken place, a copy of the approval letter or new amended certificate from the Department of Home Affairs.

5. Two (2) certified colour passport photographs, 35mm x 45mm, in colour showing full facial features of the applicant (head and shoulders).

6. A courier bag with tracking ticket per application.

7. Fees NZ\$20.00

First ID book is free whilst a re-application for an ID Book is NZ\$20.00. Payment can be made by cash on the day of submitting your application.

Please note: Processing time is approximately 6 - 12 months as applications are forwarded to DHA in Pretoria for processing.

If you or somebody in your party are differently-abled, please reach out so that we can endeavour to make your time more accessible.

Regards

Consular Services

Tel No: 04 815 8484