



Dear Applicant

APPLICATION FOR AN ADULT PASSPORT

Thank you for your enquiry regarding an application for a South African Passport. Below you will find the necessary requirements and information for completing the application.

NB: If applying for a passport within South Africa, the DHA Office where the application is lodged cannot redirect the passport for dispatch to the High Commission and third-party collection is prohibited.

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

Applicants now have an option to contact VFS Global, they have an office in Auckland and one in Wellington or contact the South African High Commission in Wellington and someone will assist you.

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

Please book your appointment online by clicking here - <https://sahighcommission.co.nz/contact>. For any other queries contact 04 8158484 during the hours of 9am - 5pm, Monday to Friday or email wellington.dha@dirco.gov.za

Please note, applications are forwarded to the Department of Home Affairs in South Africa for processing. Therefore, **applications take approximately 6 to 12 months to be finalised.**

Applicants are requested not to contact the High Commission unnecessarily for progress on passport and other applications. These requests ultimately delay the process. This office will get in touch with applicants when their documents are ready.

Do not make firm travel bookings before obtaining your passport.

All forms need to be completed in **BLACK INK**

Please ensure that you completely answer the forms—leaving no blanks. If something is irrelevant, please indicate so with an “n/a” (not applicable).

SA passport application requirements:

- 1. Form BI-73 Passport application form *Please pre fill the form***
Note this office will complete Sec B of this form upon your appointment.
First Adult Passport: Both parents to sign on Section C. Applicant to sign Section E.
- 2. Form BI-529 - Determination of Citizenship Status *Please pre fill the form***
This form is required for all passport applications applied for 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 applicant or the form will be returned

3. DHA-9 form Full set of fingerprints

This form is not downloadable. You will receive it to complete on the day of your appointment and fingerprints will be done at the High Commission.

4. Form DI-47 Loss of passport report and police report To be submitted for lost/stolen passport—if applicable.

5. Bring the original and copies of your current passport, identity document AND birth certificate.

This office can certify the copy as long as the original is shown.

6. A certified copy of your foreign citizenship certificate and your dual citizenship certificate - if applicable.

In cases of those applicants who acquired foreign citizenship through descent, a certified copy of your own full birth certificate showing the birth places of your parent(s) is required.

Under circumstances where even the parents acquired such citizenship through descent, a letter from the relevant authorities of the country concerned will suffice.

Documents issued in a foreign language must be officially translated to English by a sworn translator. **This office can certify the copy as a true copy of the original as long as the original is provided.**

7. Applicable to women

If you want your passport to be issued in your maiden / married surname, a formal letter of request must also be included together with a certified copy of your divorce / marriage certificate and a certified copy of your husband's passport.

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.

Officials at the High Commission will certify photos on the day of your appointment.

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 passport NZ\$229.00;

Lost/stolen/damaged passport NZ\$229.00.

Only cash is accepted, please bring the exact fees.

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.

12. *Black Pen.* You will be required to use this during your appointment.

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

Regards,

Consular Services

Tel No: 04 815 8484

Website: **sahighcommission.co.nz**