



Dear Applicant

APPLICATION FOR AN IDENTITY DOCUMENT

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

NB: If applying for an Identity Document within South Africa, the DHA Office where the application is lodged cannot redirect the document 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.

For any queries regarding consular matters, please contact the office on 04 815 8484 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 ID applications. These requests ultimately delay the process. This office will get in touch with applicants when their documents are ready.

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'.

ID BOOK Requirements First Time

- DHA-9 form - Full set of fingerprints**
Form will be given at appointment, and fingerprints will be done at the High Commission
- BI-529 form** ***Please pre fill the form***
- Certified copies of the applicant's passport and birth certificate (certifications must not be older than 3 months).

4. Certified copies of both parents' passports and ID books (certifications must not be older than 3 months).
5. Two (2) 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. **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.

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 or a certified copy of the death certificate.

ID BOOK Requirements re-issue

1. **DHA-9 form - Full set of fingerprints**

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

2. **BI-529 form *Please pre fill the 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). **Officials at the High Commission will certify photos on the day of your appointment.**

6. **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. .

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.

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

Website: sahighcommission.co.nz