

**CHILD PASSPORT**  
**(Children who are 15 years and below)**

**REQUIREMENTS:**

- **DHA-73 FORM (must be signed by the parents of the child concerned. Single parent can sign as the sole custody of their child) Proof required.**
- **DHA-529 FORM (Determination of SA Citizenship)**
- **Notarised copy of Passport and/or birth certificate**
- **Letter of Permission to issue a passport(to be provided in case where parents of the child concerned are divorced from absentee parent)**
- **4 photos (not smiling/mouth closed, no glasses)**
- **PROCESSING FEE: \$ 67.00**
- **PROCESSING PERIOD: Minimum of 6 months**

**South African Passports may hold on to their current passports while their new passports are currently being processed.**

**All payments should be in form of Money Order:  
Payable to SA EMBASSY  
(NO PERSONAL CHECKS WILL BE ACCEPTED)**

**ALL FORMS MUST BE COMPLETED IN BLACK INK**

## **PERMANENT PASSPORT**

(All applicants who are 16 years and above.  
Passports are valid for 10 years)

### **REQUIREMENTS:**

- **DHA-73 FORM (Passport application)**
- **DHA-529 FORM (Determination of Citizenship)**
- **DHA-9 FORM (fingerprints must be completed by all applicants 16 years and above and can be taken at the police station or notary public)**
- **Divorce Decree (to be completed by all female applicants who are divorced and wishing to change a new surname)**
- **Notarized copy of marriage certificate (to be provided by all women who are married wishing to change surname)**
- **Written request to change surname (to be provided by all female applicants who are recently married and want their surname to be amended accordingly, retaining their maiden surnames and those who want to use double-barrel surnames)**
- **Notarized copy of SA ID BOOK**
- **Notarized copy of current passport (data page)**
- **Copy of police report ( to be provided by all applicants who have lost their passports and are applying for new passport)**
- **Copy of Retention Certificate (to be provided by all applicants who have dual citizenship)**
- **4 photos ( not smiling/mouth closed, no glasses)**
  
- **PROCESSING FEE:**
  - **REGULAR/CHILD/ADULT PASSPORT: 32 PAGES    \$ 67.00**
  - **MAXI/CHILD/ADULT PASSPORT: 48 PAGES        \$ 67.00**
  - **REGULAR PASSPORT: LOST/DAMAGED/STOLEN:    \$ 134.00**
  - **MAXI PASSPORT: LOST/DAMAGED/STOLEN:        \$ 266.00**

**South African Passports may hold on to their current passports while their new passports are currently being processed.**

**All payments should be in form of Money Order:  
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(NO PERSONAL CHECKS WILL BE ACCEPTED)**

**ALL FORMS MUST BE COMPLETED IN BLACK INK**



**DEPARTMENT: HOME AFFAIRS  
REPUBLIC OF SOUTH AFRICA  
UMNYANGO WEZANGAPHAKATHI  
DEPARTEMENT VAN BINNELANDSE SAKE  
DEPHATEMENTE YA MERERO YA TSA SELEGAE**

APPLICATION FOR A SOUTH AFRICAN PASSPORT OR TRAVEL DOCUMENT  
UKUFAKA ISICELO SEPASIPOTI LASENINGIZIMU AFRIKA NOMA INCWADI YOKUHAMBA AMAZWE  
AANSOEK OM 'N SUID-AFRIKAANSE PASPOORT OF REISDOKUMENT  
KGOPELO YA GO GWETSA PASPOROTO GOBA LENGWALO LA MOSEPEDI

Please consult pages 3 and 4 regarding instructions and information

APPLICATION FOR (mark which is applicable with an X)

Passport	<input type="checkbox"/>	Document for Travel Purposes	<input type="checkbox"/>	Official Passport	<input type="checkbox"/>
Crew Member Certificate	<input type="checkbox"/>	Emergency Passport Certificate	<input type="checkbox"/>	Child Passport/Endorsement	<input type="checkbox"/>
Maxi Passport	<input type="checkbox"/>	Diplomatic Passport	<input type="checkbox"/>	Temporary Passport	<input type="checkbox"/>

**FOR OFFICIAL USE ONLY**

**STOP LIST CHECK** YES NO

Officer's signature.....

Officer's signature.....

Temp/Emergency PPT No.

Date of issue.....

Date of expiry.....

**LOST PASSPORT** YES NO

Passport Officer.....

Ref. No.

**A. PARTICULARS OF APPLICANT**

Surname

Forenames in full

Previous surname(s)

Marital status: Unmarried  Married  Widower  Widow  Divorced  Gender: Male  Female

Date of birth  Identity number

Country of birth

Place of birth

Postal address

Home Tel. No. and code

Work Tel. No. and code

Cell No.

CODE

**B. FOR OFFICIAL USE ONLY – CERTIFICATION OF PARTICULARS (PLEASE PRINT)**

I, (Surname and forenames in full), .....  
 designation (rank) ..... hereby certify that –

(a) The applicant appeared before me and produced the following means of identity.....  
 (b) The accompanying photos are a true image of the applicant and have been endorsed by me as prescribed; and  
 (c) The thumbprint below has been taken by me and belongs to the applicant. (Delete if not applicable – thumbprint required only if the applicant is 16 years and older).

Date  Signed.....  
*Officer of the Department of Home Affairs / Person Authorised by DHA*

Address.....

SIGNATURE OF APPLICANT	PHOTO OF APPLICANT	LEFT THUMBPRINT OF THE APPLICANT / OR

**C. CERTIFICATE OF CONSENT BY BOTH PARENTS OR GUARDIAN FOR A MINOR**

(a) I/We, the undersigned, consent to the issue of a passport as applied for by my/our child (name of child)

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(d) Only a child whose birth has been registered in terms of the Births and Deaths Registration Act, 1992 (Act No. 51 of 1992) may be issued with a passport.

*Signature of father*

I.D. No. 

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(e) For purposes of a passport a minor means any person who has not yet attained the age of 18 years, excluding a person under the said age who –

- (i) has been declared a major under the age of Majority Act, 1972 (Act No. 57 of 1972)
- (ii) has contracted a legal marriage; or
- (iii) is legally emancipated.

*Signature of mother*

I.D. No. 

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(f) **Consent:** Subject to the exceptions below, minors require the written consent of both their parents or guardians, as the case may be, before they may be granted passports. The required written consent by the parents or guardians must be given in the prescribed manner in the space provided adjacent hereto.

*Signature of competent authority*

I.D. No. 

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(g) **Exceptions:** If one of the parents is deceased, this fact must be stated. Where the consent is given by a guardian, the circumstances of the guardianship must be stated. If as a result of special circumstances (i.e. the absence of a parent), it is not possible to complete the certificate, written consent in some other form (e.g. a letter from the absent parent) will be accepted. If a parent (or guardian) refuses to give his/her consent a competent court may order otherwise. The relevant court order must accompany the passport application in such an event. If parents are divorced, both parents' consent are required unless a competent court orders otherwise. If a parent or another person has been granted sole guardianship by a competent court, the consent of the other parent or the parents will not be necessary.

(c) *In the case of guardianship*

*Signature of guardian*

I.D. No. 

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**D. CITIZENSHIP (MUST BE COMPLETED BY ALL APPLICANTS)**

(a) Have you acquired citizenship of another country on application? 

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 If so, state

COUNTRY	PLACE OBTAINED	MEANS OF OBTAINING	DATE

(b) Have travel facilities previously been issued to you? 

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 If so, when? 

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Passport / document number 

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**NOTE:** South African passports or other travel documents presently in the possession of the applicants must be submitted with this application unless lost, stolen or damaged, in which case the applicant has to comply with regulation 7 or 13 of the Passport and Travel Documentation Regulations, 1996.

**E. DECLARATION**

I, ..... hereby declare that the information furnished above is to the best of my knowledge and belief correct and I concur that if I do not claim my passport within three (3) months from date of issue, my passport will be destroyed and I will forfeit my fee.

Date 

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*\*Signature*

*Place*

**\*(Signature of the applicant except where a father, mother or guardian signs on behalf of his/her minor child under the age of 16 years.)**

## INSTRUCTIONS AND INFORMATION

### 1. Important notes

- (a) South African travel facilities are granted in accordance with the South African Passports and Travel Documents Act, 1994 (Act No. 4 of 1994) and South African Passports and Travel Documents Regulations, 1996.
- (b) A South African passport may only be issued to a South African citizen.
- (c) A Document for Travel Purposes may be issued to a person who has permanent residence status, but who cannot obtain a passport from his/her country of origin or is a stateless person lawfully residing in the country.
- (d) Husband, wife and children must complete separate application forms.
- (e) A Passport or Travel Document can only be issued to an applicant who is in possession of an identity number. Applicants must submit their identity documents along with their applications for passports or travel documents. If not in possession of an identity document, an application must accompany the application for a passport or travel document.
- (f) A full set of fingerprints (or thumbprint, as the case may be) is required from all applicants 16 years and older. In addition to the applicant's left thumbprint on the front page hereof, a full set of fingerprints will be required if an applicant's fingerprints are not on the Population Register yet.
- (g) A child will be issued with his/her own passport. Please refer to paragraph C (page 2) regarding consent for a minor.
- (h) A recent photograph of the bearer of a child passport must be endorsed in the child passport if the photograph which currently appears in the child passport is no longer a true image of the bearer.
- (i) To ensure that the applicants receive their passports in time, they are advised to apply at least two months prior to their intended date of departure.
- (j) Applications may be lodged at any office of the Department of Home Affairs. **ABROAD:** At any South African foreign office (Consulate/Mission).

### 2. Prescribed fees

- (a) The fees for Passports/Travel Documents are available on the Department of Home Affairs' website: [www.home-affairs.gov.za](http://www.home-affairs.gov.za) or at any Home Affairs office/South African foreign office. Fees are revised annually (April).
- (b) Fees are payable in cash upon submission of the application at a Home Affairs office or South African foreign office.

(c) The fees for a Passport/Travel Document lost, damaged, or stolen are double the normal fee, provided that if the loss, damage or theft was not due to the negligence of the passport holder, only the normal fee will be payable.

(d) Passports lost or stolen in South Africa must be reported to the SAPS immediately, a case number obtained at the nearest Home Affairs office. If lost or stolen outside South Africa, it must be reported to the nearest South African foreign office.

### 3. Photographs

- (a) Two recent, clear, unmounted photographs of the applicant (showing head and shoulders) measuring 35 mm x 45 mm must accompany the application. The certifying officer shall endorse the initials and surname of the applicant in block letters on the reverse side of one of the photographs and shall affix the second photograph to the appropriate space on the application form.

### 4. Validity

South African Passport:	10 years from date of issue.
Child Passport:	five years from date of issue.
Document for Travel Purposes:	Not exceeding five years from date of issue.
Emergency Passport (Certificate):	For a maximum period of 9 months from the date of issue.
Temporary Passport:	Not exceeding one year from date of issue.
Maxi Passport:	10 years from date of issue.

### 5. Dual citizenship

In terms of Section 26B of the South African Citizenship Act, 1995, as amended it is an offence for a major South African citizen to leave or enter South Africa on a foreign passport.

### 6. Documents and information which may be required

All information in the application is subject to verification and, if no proof in support thereof has been submitted upon application, a birth certificate, naturalisation certificate or any other document may be requested in order to substantiate any statement made in the application.

### 7. Female applicants who wish to be issued with a passport in their maiden surname or another surname

Passport/Travel Documents are issued in the surname of the applicant as it appears in the Population Register at the time of application for the passport. Women wishing to have their passport issued in another surname are therefore, advised to have their surname particulars changed in the Population Register before applying for a passport in such a surname. Please note, in terms of the Passports and Travel Documents Regulations, endorsements of surname particulars in Passports/Travel Documents are not permissible.

[Tel: 012 312 0000], or any of that Department's Domestic Offices, prior to travelling, to obtain full particulars regarding vaccination requirements.

**8. Vaccination requirements for international travel purposes**

Persons who intend travelling are advised to contact the Department of Health, Private Bag X828, Pretoria, 0001

**9. Emergency/Temporary Passports**

In the case of any application for an emergency or temporary passport, full reasons why such a document is urgently required must be furnished in the space below or in a letter accompanying the application.

**10. Visa and other requirements**

Travellers are advised to check with the countries they intend visiting/transiting their visa and other requirements and ensure that they comply.

**APPLICATION FOR OFFICIAL PASSPORT: UNDERTAKING**

I, .....

I.D. No.

hereby undertake:

- To use the official passport for only duly authorized official trips;
- will keep the passport in safe custody;
- hand in the passport at my Department/Institution for return to Home Affairs when I leave the services of my Department/Institution or would otherwise no longer require an official passport;
- where so required return the passport to the designated nodal point in my Department/Institution for safe-keeping upon my return from official trips; and
- in the event of loss of the passport, report the loss to the SAPS and the aforesaid nodal point or Department/Institution, as the case may be, at the first available opportunity.

.....  
*Signature*

.....  
*Date*

**MOTIVATION FOR TEMPORARY / EMERGENCY PASSPORT**

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