



**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**

FOR OFFICIAL USE ONLY	
BLOK	<input type="checkbox"/> YES <input type="checkbox"/> NO
Officer's signature	
Officer's signature	
Temp/Emergency PPT No.	<input type="text"/>
Date of issue	
Date of expiry	
Lost passport	<input type="checkbox"/> YES <input type="checkbox"/> NO
.....	
<i>Passport Officer</i>	

Please consult page 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"/>

The document must be forwarded to my address indicated below YES NO

A. PARTICULARS OF APPLICANT

Surname		<input type="text"/>	
Forenames in full		<input type="text"/>	
Previous surname(s)		<input type="text"/>	
Marital status: Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>			
Date of birth	<input type="text"/>	Identity number	<input type="text"/>
Country of birth	<input type="text"/>		
Place of birth	<input type="text"/>		
Postal address	<input type="text"/>	Home Tel. No. and code	<input type="text"/>
	<input type="text"/>	Work Tel. No. and code	<input type="text"/>
	<input type="text"/>	Cell No.	<input type="text"/>
	<input type="text"/>	C o d e	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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)

Signature of father

ID No. _____

Signature of mother

ID No. _____

Signature of competent authority

ID No. _____

(c) In the case of guardianship:

Signature of guardian

ID No. _____

(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

(e) For purposes of 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.

(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.

(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.

D. CITIZENSHIP (Must be completed by all applicants)

(a) Have you acquired citizenship of another country on application? YES NO if so, state

COUNTRY	PLACE OBTAINED	MEANS OF OBTAINING	DATE

(a) Have travel facilities previously been issued to you? YES NO if so, when?

Passport / document number _____

NOTE: South African passports or other travel documents presently in the possession of the applicant must be presented 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 Document 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

 *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 applicants 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 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 and thereafter must also be reported to 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 35mm x 45mm must accompany the application. The certifying officer must endorse the initials and surname of the applicant in block letters on the reverse side of one of the photographs and must 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 pass-

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,

ID No.

[Grid for ID Number]

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

[Multiple horizontal lines for providing motivation]