

## EMBASSY OF THE REPUBLIC OF SOUTH AFRICA – COTONOU – BENIN

Rue IMP. 12. 050 Maison No 5, Les Cocotiers. 01 B.P. 7696, Cotonou, Republic of Benin

Tel: (229) 21 30 72 17 / 21 30 68 95 / 21 30 72 17 / 21 30 11 05 / 21 30 72 08

E-mail: [buthelzim@dirco.gov.za](mailto:buthelzim@dirco.gov.za) , [Capo-ChiChiC@dirco.gov.za](mailto:Capo-ChiChiC@dirco.gov.za) , [MaswikanengM@dirco.gov.za](mailto:MaswikanengM@dirco.gov.za)

### REQUIREMENTS FOR DOMESTIC STAFF VISA'S AS DETERMINED BY THE DEPARTMENT OF HOME AFFAIRS IN SOUTH AFRICA AND ADDITIONAL INFORMATION AS REQUESTED BY THE EMBASSY

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
1	A duly completed application form signed by the applicant: BI-84.	
2	Two recently taken identical passport photographs with white background (35 mm width and 45 mm length)	
3	Valid biometric or machine readable passport. <ul style="list-style-type: none"><li>• Original passport to be submitted with the application.</li><li>• Passport valid for no less than 30 days after the expiry of the intended visit, with at least two blank pages.</li><li>• Copies of the first 03 pages.</li><li>• Copies of old South African visas.</li><li>• Foreign nationals residing in Benin/Togo should be in possession of a valid, up to date, Residence Permit and should further note that their applications are referred to their country of nationality for approval, therefore, the 7 working days turnaround time is not applicable to them.</li></ul>	
4	Up to date Yellow fever vaccination certificate. The Embassy considers a yellow vaccination to be valid for 10 years. (Copy and original to be included in the application).	
5	A letter from the applicant stating the purpose and duration of the intended visit. Any additional information that will assist with the adjudication process can also be included.	
6	Provisional flight/airline booking – Return ticket. (It is advised not to buy an airline ticket until the visa application has been approved and the visa has been issued.)	
7	If the application is for longer than 90 days, a full medical report by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition they suffer from, must be attached. The report shall not be older than 6 months at the time of its submission.	
8	If the application is for longer than 90 days, a police clearance certificate (if the applicant is 18 years or older), issued by the police or security authority in each country where the applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of the applicant, which certificate shall not be older than 6 months at the time of submission.	
9	Repatriation Guarantee: Private Servants Form. (To be completed and signed by the Employer. Form obtained from South Africa)	
10	Affidavit by the Employee. To be completed and signed by the Employee. Form obtained from South Africa)	
11	Copy of Employer's diplomatic passport or "Certificate of Identity" (Both sides of the card).	
12	A Note Verbal from the relevant Embassy that the applicant will be taking up the position as a private servant.	

### IMPORTANT INFORMATION:

1. During the adjudication process, this document is used as a checklist to ensure that the application meets all the requirements. None of these requirements are negotiable. The application will be declined if the following conditions are not met:
  - All the relevant documents as indicated in these requirements are not submitted with a fully completed application form.
  - All documents are not translated into English. No French documents will be accepted.
  - All copies of documents submitted, are not **certified as true copies** of the original documents.
  - Documents are not completed in black ink or electronically. If any other colour ink is used, the application will be declined.
2. Visa applications have a turnaround time of a **minimum** of 7 working days. No visa will be issued until confirmation is received from the Department of Home Affairs that the applicant does not appear on the visa stop list and from the Department of International Relations and Cooperation that there is no objection to the visa being issued.
3. A complete set of application forms, together with supporting documents should be presented for each application individually, including minor children.
4. Letters written in private capacity should not be written on employer's letter heads except for self-employed applicants.
5. Due to small office space, clients are not allowed to complete the forms in the reception area.
6. Kindly include your e-mail address so that the Embassy may contact you.
7. Office hours are strictly Monday to Friday, 08:30 until 12:00. No visa applications will be received after 12:00. No visa collections will be allowed after 12:00.
8. It is the responsibility of the applicant to ensure that the visa application is complete and submitted well in advance before the date of travel. The Embassy will not take any responsibility for flights missed due to the visa application not submitted in time to allow for due processes to be followed.
9. The Mission reserves the right to request an interview with the applicant or to request any additional information in support of the visa application.
10. For any further information kindly please visit the Department of Home Affairs website at <http://www.dha.gov.za>. The application forms can be downloaded.
11. If the application is declined, a new application can be submitted after 10 working days.