



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

	The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below. • Ensure that you have made all the necessary copies required for your application. The Embassy will not make copies on your behalf. • All courier waybills must be sent to the Embassy mailbox for the collection of passports and other related documentation. • Any outstanding documents related to your application must be sent to the Embassy address via courier. • No copies will be made for clients at the Embassy's cost or using Embassy paper. • Supporting documents sent to Embassy email addresses will not be printed by the Embassy on your behalf.	Mission
1	Form DHA-154 • The form must be fully completed in block letters and in black ink, dated and signed by the applicant. • 'The reason for the certificate' must be provided e.g. required to get married abroad, to register child(ren), for personal records. • A request for the birth certificate to be certified with an apostille in terms of the 1961 Hague Convention (usually required by Danish authorities) should be confirmed under 'The reason for the certificate'.	
2	Form DHA-529 • All South African citizens who apply abroad must complete this form and ensure that the information furnished is true and correct. • The form must be fully completed in block letters and in black ink, dated and signed by the applicant – questions that don't apply may be completed with 'n/a'; if answers to certain questions are not known, they should be marked as 'Do not know'. • Questions 9, 10, 11 of Part A are of particular importance. • 'Identity number' refers only to South African 13-digit identity numbers; where an 'identity number' is not applicable or unknown, the space should be completed accordingly. • Applicants must add their mobile phone number and email address under Part E.	
3	The applicant's South African birth certificate or birth record, if available • A photocopy of the document must also be submitted. • The original document will be given back to the applicant.	
4	In respect of applicants who do not have a South African birth certificate or birth record, form DHA-24 • This form may not be downloaded i.e. is available to the applicant to complete	



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	when he or she submits the application in person.	
5	The applicant's original South African identity document, if available • A photocopy of the document must also be submitted. • The original document will be given back to the applicant.	
6	The applicant's original South African passport • A photocopy of the passport page with the applicant's biometric data / photograph must also be submitted. • The original document will be given back to the applicant	
7	In respect of an applicant under the age of 18, the applicant's parents' original passports (or identity documents) • Photocopies of the passport page with the holder's biometric data / photograph must also be submitted. The original documents will be given back to the applicant.	
8	Proof of payment of the application fee • Payment of the application fee must be made through an electronic bank transfer to Danske Bank Reg. No. 4001 Account No. 10647320 • Application fee: See attached DHA Tariffs • A copy of the transfer / deposit slip must be submitted as proof of payment. • Payment must be made at least five working (5) days before submitting the application. • Payment of the application fee may not be made in cash Applications to replace lost, stolen or damaged passports will be double the normal fee, if the incident was as a result of negligence on the part of the holder.	

Please note:

*- All applicants must submit photocopies of personal documents together with the original documents e.g. passports, identity documents, birth marriage and death certificates, and divorce decrees – the photocopies would be certified by a consular official free of charge and **the original personal documents returned / handed back to the applicants.***



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- Applications submitted at the Embassy in Copenhagen are sent free of charge to the Department of Home Affairs in Pretoria, where applications are finalised and new documents issued, with the diplomatic freight bag once a month.

Status / progress reports are not provided to applicants by the mission during the processing period; applicants may however contact the Department of Home Affairs Contact Centre themselves about their application status: hacc@dha.gov.za.

- As soon as the newly issued document reaches the office of application / South African mission abroad, the applicant will be contacted in order to arrange collection.