



**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

APPLICATION FOR BIRTH REGISTRATION (NOTICE OF BIRTH)

In terms of the Birth and Death Registration Act, 1992 (Act No. 51 of 1992), any person born outside of the Republic of South Africa to a parent, who is a South African citizen at the time of his or her birth and whose birth is registered, shall be a South African citizen by descent.

General information about birth registration is available on the website of the Department of Home Affairs:
<http://www.dha.gov.za/index.php/civic-services/birth-certificates>.

	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
	Form DHA-24 • This form may not be downloaded i.e. is available to the informant to complete when he or she submits the application in person. • Children born within wedlock must be registered either under the surname of the biological father, or the surname of the biological mother, or under the surnames of such mother and father joined together as a double-barrelled surname. • Children born out of wedlock are registered under the surname of the biological mother, but may also be registered under the surname of the biological father, provided the father acknowledges paternity and both mother and father provide written consent to the registration of the child under the father's surname.	☐
	The child's original foreign birth certificate reflecting the full details of the parent(s) • An apostille in terms of the 1961 Hague Convention must be affixed to the document in order to prove authenticity. • If the original birth certificate is not in English, it must be translated into English and certified as a correct translation by a sworn translator at the expense of the applicant.	☐



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	Form DHA-529 (in respect of the child being registered) - The form must be fully completed in block letters and in black ink, dated and signed by the informant – 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. - Informants must add their mobile phone number and email address under Part E.	☐
	Form(s) DHA-529 (in respect of the child's South African parent(s))	☐
	The child's South African parent's original South African ID and passport - A photocopy of the ID and passport page with the applicant's biometric data / photograph and residence permit The original document will be given back to the applicant.	☐ ☐
	The child's South African parent's original South African birth certificate - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐
	If one of the child's parents is not a South African citizen, the foreign parent's original passport - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐
	If the child holds the citizenship of another country and a passport has already been issued, the child's original foreign passport - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐



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	If the child's parents are married, the parent's original marriage certificate • If the marriage was solemnised abroad i.e. outside of South Africa, an apostille in terms of the 1961 Hague Convention must be affixed to the document in order to prove authenticity. If the original marriage certificate is not in English, it must be translated into English and certified as a correct translation by a sworn translator at the expense of the applicant.	☐
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- *There is no application fee for the registration of a birth.*
- *Upon registration of a birth at the Department of Home Affairs in Pretoria, an unabridged birth certificate, which includes the child's 13-digit South African identity number, is issued free of charge and will be mailed to the informant.*
- *If required by the local Danish authorities, a letter confirming that the application has been lodged and the processing period may be provided to the applicant.*