



**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 AN IDENTITY DOCUMENT

Identity documents enable holders to identify themselves for general purposes and day-to-day activities in society. Identity documents form an important part of each citizen's daily activities since all transactions, whether private or public, require positive identification. Identity documents are issued to South African citizens or permanent residence permit holders who are 16 years or older.

South African missions abroad may accept an application for a South African identity document from a person applying for the first time; a person whose identity document has been lost, stolen or damaged; a person, who applied for the change of personal particulars; a person whose citizenship status has changed; a woman who entered into matrimony or would like to resume any of her previous surnames; and a person, who is temporarily residing abroad and who has previously been in possession of an identity document.

Please note however that in the case of an application for an identity document at a South African mission abroad, the issued identity document will be as a green bar-coded identity book, which is in the process of being phased out. Persons who apply at a Home Affairs office in South Africa are issued with the new smart card ID, which replaces the green bar-coded identity book. **Consequently, a person, who has previously been issued with a smart card ID may not be issued with a green bar-coded identity book afterwards, including in the case of name change e.g. after marriage or divorce.** We therefore strongly urge all applicants to apply for a smart card ID during their next trip to South Africa instead of applying for the green bar-coded identity book at a South African mission abroad. General information about South African identity documents is available on the website of the Department of Home Affairs: <http://www.dha.gov.za/index.php/civic-services/identity-documents>.



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	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-9 • This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the application in person.	☐
2	Two (2) identical passport photographs • The photographs must meet the specifications – to avoid processing delays, we recommend that applicants use a professional passport photo service. • The photographs must not be affixed to the application forms.	☐
3	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.	☐



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4	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 - International payments (All bank fees payable by you; if paying from Sweden please add DKK50 extra to cover the fees to our bank) DANSKE BANK S.W.I.F.T.: DABADKKK IBAN: DK6330000010647320 - Our bank account no. : DK6330000010647320 (beneficiary's account)	☐
5	The applicant's original South African passport - A photocopy of the passport page with the applicant's biometric data residence permit - The applicant's original passport must be submitted regardless of whether the current passport is full or expired or the applicant's forename and/or surname has been amended – the original passport will be given back to the applicant. - The applicant may continue to use her or his current passport during the processing of the new passport. - If the applicant's passport is running out of pages, a signed declaration confirming this and photocopies of all the passport pages must be submitted. - If the applicant's passport has been lost or stolen, a police report and a loss of passport form must be completed at the Embassy - If the passport is damaged, what is left of the applicant's damaged passport must be submitted.	☐ ☐
6	The applicant's South African birth certificate, if available - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐
7	In respect of dual citizens, the applicant's original foreign passport (or foreign identity document) - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐
8	In respect of former South African citizens by birth or descent who have renounced their South African citizenship, the applicant's original renunciation certificate - A photocopy of the document must also be submitted. The original document will be given back to the applicant.	☐ ☐
9	In respect of an applicant under the age of 18, the applicant's parents' ID and original passports - Photocopies of the ID and passport page with the holder's biometric data / photograph must also be submitted. The original documents will be given back to the applicant. - If the applicant's parent(s) is / are deceased, in the case of minors, a certified copy of the court order or certificate of adoption and certified copy of the lawful guardian's identity document.	☐ ☐
10	In respect of persons applying for their South African identity document for the first time, form DHA-24 This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the application in person.	☐



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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.***
- Applications submitted at the Embassy 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.
- ***After the application has been sent to the Department of Home Affairs in Pretoria,*** it may take more than 6 months for the application to be finalised and the newly issued document to reach the office of application / South African mission abroad. ***Status / progress reports are not provided to applicants by the mission during the above-mentioned 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.
- 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.