



**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 TOURIST PASSPORTS: PERSONS 16 YEARS AND OLDER

A South African citizen, who is 16 years and older, is entitled to a tourist passport, which is valid for 10 years and not renewable – once the validity period of a passport expires, an application for a new passport must be submitted. Any South African citizen may apply for a passport if the current passport he or she is holding is about to expire, is almost full, has been damaged, lost or stolen, or if the applicant's forename and / or surname has been amended.

An applicant must have a 13-digit South African identity number, in order to apply for a passport; applicants who do not have a 13-digit South African identity number must apply for the registration of their birth and for a South African identity document as the case may be, first.

An applicant, who has turned 16 since his or her previous South African (child) passport was issued, must also submit a **first** application for a South African identity document which is issued free of charge, together with the new passport application. Please note that such applicant's fingerprints must first be captured at the Department of Home Affairs, before the new passport application may be processed / issued and this may result in a delay with the passport application.

General information about South African passports is available on the website of the Department of Home Affairs:
<http://www.dha.gov.za/index.php/civic-services/travel-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-73 • Applicants must complete Parts A, D and E. • Part B must be completed by an official at the South African Embassy in Copenhagen, who will identify the applicant and take his or her fingerprints. • Under 'Signature of the applicant' in the bottom left hand corner, the applicant must sign in the box / white space (no part of the signature must touch the outer lines). • In the case of applicants under 18 years, subject to the exceptions mentioned under Part C, parental consent for issuing of the passport must be duly granted by both the applicant's parents or guardians in the prescribed manner under Part C; furthermore, subject to the exceptions mentioned under Part C, both parents must accompany the child. • For Question (a) of Part D, 'means of obtaining' citizenship of another country may be through descent, birth, marriage, naturalisation or registration. • Question (b) of Part D refers to a previously issued South African passport.	☐
2	Two (2) identical passport photographs in color • The photographs must meet the specifications – to avoid processing delays, we recommend that applicants use a professional passport photo service.	☐



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3	Form DHA-9 - This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the passport application in person. - Only applicants whose fingerprints are missing or captured poorly on the Home Affairs National Identification System (HANIS) must complete the form in block letters and in black ink – questions that don't apply may be completed with 'n/a'.	☐
4	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.	☐
5	In respect of applicants born in Namibia, the 'Namibian Questionnaire' - May be downloaded and printed: http://www.suedafrika.org/downloads/Namibian_Questionnaire.pdf. - The purpose of this form is to verify the applicant's South African citizenship; therefore, applicants must 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'.	☐
6	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.	☐ ☐



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7	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.	☐ ☐
8	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.	☐ ☐
9	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.	☐ ☐
10	In respect of dual citizens, proof of the means of acquisition of foreign citizenship (see Question 10(c) of Part A of the form DHA-529) - If the document 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. - A photocopy of the document and translation must also be submitted. The original document will be given back to the applicant.	☐ ☐ ☐
11	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.	☐ ☐
12	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 CIVIC FEES - PLEASE MAKE SEPARATE PAYMENTS FOR EACH APPLICATION - 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. - 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)	☐



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Please note:

- South African citizens who are frequent travellers may apply for a 48-page **maxi tourist passport**. They are the same as regular tourist passports except that they contain more pages for visas. They are issued only to South African citizens aged 16 years or older. Maxi tourist passports are valid for 10 years and are not renewable. **Please note that the prescribed fee for a maxi passport is higher**
- South African citizens are also entitled to hold **two tourist passports concurrently** – either two tourist passports or a tourist passport and a maxi tourist passport. Persons wishing to apply for a second passport must provide a written motivation e.g. a letter from their employer confirming frequent travel.
- In terms of the [South African Citizenship Amendment Act of 2004](#), which came into effect on 15 September 2004, it is now an offence for an adult South African citizen to enter the Republic or depart making use of the passport of another country. Essentially, the Amendment Act provides that a South African citizen, who has dual citizenship or nationality, can freely use his or her foreign passport outside South Africa. However, **they must use their South African passport to depart from or enter South Africa**.
- 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.