



## REQUIREMENTS FOR SA DIPLOMATIC PASSPORT APPLICATIONS

### COMPLETING THE FORM

- Part A (Particulars of Applicant) must be fully completed
- Signature is required inside the block marked (signature of the applicant), at the left-hand corner of the first page
- Fingerprints are not required
- Part C (Certificate of Consent) signatures must be completed by **both parents** for minor dependants

In case of inability to furnish both signatures the following should be submitted pertaining to a relevant situation:

- Sole Custody papers to be submitted for divorced parents where applicable
- Final adoption papers to be submitted for adopted dependent children
- Single parents who never married, a certified copy of the unabridged birth certificate (e.g. no father mentioned) or copy of a death certificate of the other parent
- Part D (Citizenship) must be completed by ALL APPLICANTS
- Part E (Declaration) must be fully completed
- In case of a minor dependant under 16, a parent should complete Part E on behalf of the dependant, **i.e. full names, surname and signature of the PARENT (the Official, not the other parent)**. For signature of the minor applicant on page one leave blank as DIAP will write in the signature block = "Too Young To Sign"
- In case of a minor dependent of 16 and above, the applicant can sign the application on page 1 and 2 but the parents must also sign Part C (Certificate of Consent) up to the age of 18

## **SUPPORTING DOCUMENTS**

### **1. Officials at DIRCO Head Office**

- a. Letter / memo of request signed by a Senior Manager giving reasons for the application and / or dates of official visits – Template attached
- b. Application form
- c. CERTIFIED copy of ID (not older than 3 months)
- d. 2 x current colour passport photos
- e. Copy of previous diplomatic passport

### **2. Officials going on Posting, including family members**

- a. Application form
- b. Transfer Directive and Household Form
- c. CERTIFIED copy of ID / CERTIFIED copy of unabridged birth certificate for minor dependants (both for children above age 16) – not older than 3 months
- d. 2 x current colour passport photos
- e. Copy of previous diplomatic passport
- f. Undertaking for children from 16 years of age up to 23 years
- g. Proof of study for children between 18 and 23 years

### **3. Officials on Posting, including family members**

- a. Application form
- b. A letter / memo on the Mission's letterhead and signed by the CSM / HoM, confirming applicant's designation – Template attached
- c. 2 x current colour passport photos
- d. CERTIFIED copy of ID (not older than 3 months)
- e. Unabridged birth certificate for minor dependants (under age 16)
- f. Copy of previous diplomatic passport
- g. Undertaking for children above 18 years of age up to 23 years plus proof of study

### **4. Other Departments / Categories**

- a. Letter of request signed by a Director-General or Chief of Staff in the Minister's Office
- b. Application form
- c. 2 x current colour passport photos
- d. CERTIFIED copy of ID (not older than 3 months)
- e. For spouse, CERTIFIED copy of marriage certificate or SAPS Affidavit if a Life Partner (not older than three months)
- f. Copy of previous diplomatic passport
- g. Return of previous incumbent's diplomatic passport before new application for new incumbent will be processed

## INFORMATION FOR CONSIDERATION:

- Passports are issued on details that are already captured on the Department of Home Affairs population register
- Please ensure that surnames (recently changed or maiden surnames retained after marriage or divorce) are corresponding with the Department of Home Affairs records as per ID
- Should the surname on the application form not correspond with the one on the Department of Home Affairs records, the following will be required:
  - Proof of change of surname
  - Should an applicant wish to retain their original surname, a signed letter indicating the designated surname is required as well as Department of Home Affairs confirmation
- Passport photos to be taken wearing business attire and not casual clothes. Photos must be current. Mouth must be closed. Kindly see the attached DHA specifications.

### Original applications should be delivered to:

DIRCO

Branch: State Protocol and Consular Services  
Directorate: Diplomatic Immunities and Privileges (DIAP)  
SA Diplomatic Passports and Visa Section  
OR Tambo Building  
460 Soutpansberg Road  
Rietondale, Pretoria, 0084

Routine queries to be sent to:

[manabelas@dirco.gov.za](mailto:manabelas@dirco.gov.za)

[mlombilea@dirco.gov.za](mailto:mlombilea@dirco.gov.za)

[mankhoe@dirco.gov.za](mailto:mankhoe@dirco.gov.za)

[segolelai@dirco.gov.za](mailto:segolelai@dirco.gov.za)

Policy queries to [dejongl@dirco.gov.za](mailto:dejongl@dirco.gov.za), 0674155555 and  
[septemberm@dirco.gov.za](mailto:septemberm@dirco.gov.za)

### **NB:**

*The passport applications are submitted to the Department of Home Affairs (DHA) and it takes about 5 to 10 working days for the Government Printing Works (GPW) to issue the diplomatic passports. Once issued by GPW, the diplomatic passports are returned to DHA first before being collected by DIRCO for registration and endorsement.*

**Issued by the Directorate: Diplomatic Immunities and Privileges (DIAP) on 19 June 2025**