

## **APPLICATION FOR AN EMERGENCY TRAVEL CERTIFICATE**

(for person above the age of 16)

**VALID FOR ONE SINGLE JOURNEY TO SOUTH AFRICA**

The following documents need to be submitted in order to have an Emergency Travel Certificate (issued for a maximum period of nine (9) months from date of issue) issued:

- Three (3) passport size photographs as per specifications
- Duly completed [BI-73](#) Application for new SA passport
- Duly completed BI-9 signed for full set of fingerprints (to be obtained from Embassy or Honorary Consul)
- € 11,00 (Euro eleven) application fee (in cash or bank transfer – see details below for the SA Embassy Vienna)
- Copy of ID and/or present passport
- Copy of marriage certificate (if surname changed)
- Motivation for temporary passport (see last page of application form)
- A copy of the flight ticket or flight confirmation needs to be submitted as the details must be entered on the document
- The South African residential address must also be provided
- If passport has been lost/stolen a Police Report regarding the loss passport must be submitted

Carefully read page 3 of the passport form before completing the application.

You have to submit the application in person at the South African Embassy in Vienna for the taking and certification of the fingerprints and photos. Furthermore once the application has been finalized the document must be collected in person at the Embassy, as your fingerprint must be affixed on the document. This can only be done once the application has been finalized and the document has been issued. On receipt of the completed application it will be referred to South Africa to have the fingerprints authenticated. The processing time is approximately 5 – 10 working days.

Should you have any further questions please do not hesitate to contact the consular section at this office.

**Bank connection: Bank Austria (BLZ 1200) Acc. No: 0027-21603/03**  
**IBAN: AT51120000272160303                      Swift Code: BKAUATWW**

Consular Section:

Tel: + 43 1 320 6493 ext 19, 20

Fax: + 43 1 320 0814

Email: [vienna.consular@dirco.gov.za](mailto:vienna.consular@dirco.gov.za)

Website: [www.southafrica-embassy.at](http://www.southafrica-embassy.at)

Consular hours: Monday – Friday 08:30 – 12:00 and telephone enquiries until 16:30

South African Embassy, Consular Section, Sandgasse 33, 1190 Vienna, Austria