

APPLICATION FOR FIRST IDENTITY DOCUMENT/RE-ISSUE OF IDENTITY DOCUMENT

Any South African reaching the age of 16 years must apply for an Identity Document. The following documents need to be submitted for a **FIRST** Identity Document:

- form BI-9E, duly completed with full set of fingerprints (to be obtained from Embassy or Honorary Consul)
- 2 passport size photographs in respect of applicant (in line with [photo specifications](#))
- copy of birth certificate
- copies of identity documents of both parents (in a case where parents have passed on, the lawful guardian will submit the certified copy of the court order certificate of adoption and certified copy of his/her identity document)
- copy of marriage certificate (if applicable)
- if born outside of South Africa and obtained citizenship in South Africa by means of Permanent Residence and naturalization a copy of Naturalisation Certificate must be included
- A self addressed A5 envelope (*Luftpolsterkuvert*) with stamps to the value of €6,00 (Euro six) (per *Einschreiben*) affixed to it if not collected person.

The following documents need to be submitted for the **RE-ISSUE** of Identity Document:

- form BI-9E, duly completed with 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 Consular Section Account)
- 2 passport size photographs in respect of applicant (in line with [photo specifications](#))
- copy of previous ID (if available)
- copy of marriage certificate (if applicable)
- if born outside of South Africa and obtained citizenship in South Africa by means of Permanent Residence and naturalization a copy of Naturalisation Certificate must be included
- A self addressed A5 envelope (*Luftpolsterkuvert*) with stamps to the value of €6,00 (Euro six) (per *Einschreiben*) affixed to it if not collected person.

For the taking and certification of the fingerprints and photos and the certification of application form please contact the South African Embassy, nearest South African Representative (Honorary Consul) in your area or the local police authority. Please be advised that the completed application for the Identity Document passport will be forwarded to South Africa for processing which could take approximately 12-16 weeks.

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

For further information please contact the Consular Section:

Tel: +43 1 320 64 93 ext 19, 20 Fax: +43 1 320 08 14

Email: vienna.consular@dirco.gov.za

Website: 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