

## REQUIREMENTS FOR APPLICATION FOR SOUTH AFRICAN BIRTH/MARRIAGE/DEATH CERTIFICATE

- Duly completed application form [BI-154](#): Application for birth certificate/[BI-130](#): Application for marriage certificate/[BI-132](#): Application for Death certificate)
  - Copy of previous certificate or passport (if available)
  - Application fee of €6,- (Euro six) per application.(Fees to be paid in cash or bank transfer)
  - A self-addressed A4 envelope with stamps to the value of €6,- (Euro six) (per *Einschreiben*) to be included for return mail if not collected in person.
1. Once the application has been received and the fee paid a cover letter is prepared for Head of Section's signature.
  2. This application is forwarded to the Department of Home Affairs in South Africa for processing via Email or fax.
  3. The processing time is approximately 4 months.
  4. The application is placed in the pending file for a reminder to be forwarded to Home Affairs should the application not be finalised within the pending time of 4 months.
  5. The certificate will be affixed with an Apostille issued by the DIRCO, as required by foreign Authorities, and will be forwarded via diplomatic bag to the Embassy.

*(Should the application be where no birth certificate is available a BI-24 can be completed and submitted together with the application form.)*