

**PROCEDURE FOR REGISTRATION OF FOREIGN BIRTHS  
(this requirements are for children under the age of 15)**

In order to register your child's birth at the Department of Home Affairs in South Africa the following documentation are requested:

- duly completed DHA 24 (Notice of Birth) (Available from the South African Embassy or Honorary Consul, as it is not downloadable) (All documents to be completed in **black ink!**) It must be completed without any mistake or amendment and signed by the SA parent on the back of the application form.
- duly completed [BI-529](#) in respect of child
- **duly completed [BI-529](#) in respect of South African parent**
- certified copy of foreign birth certificate in respect of child and English translation thereof
- certified copy of marriage certificate of parents (if applicable)
- certified copy of passports and/or ID documents of parents

Take note that no photo is necessary on the DHA 24 if the child is under the age of 15 years. Both parents need to be present when the declaration is completed where the parents are not married (Section D).

This application is free of charge and on receipt thereof it will be referred to the Department of Home Affairs in South Africa for processing. This process can take up to 12 – 16 weeks, after which an application for SA passport may be submitted.

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

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

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