



South African High Commission  
Wellington, New Zealand

Dear Applicant

## **ID APPLICATIONS**

Thank you for your inquiry regarding an application for a SA identity book. Below you will find the necessary requirements and information for completing the application.

Please ensure that you completely answer the forms – leaving no blanks. If something is irrelevant please indicate so with an 'n/a'.

All Police stations in NZ will no longer provide fingerprint services for South African Passports and ID Books.

Applicants **MUST TRAVEL TO WELLINGTON AND WE WILL ASSIST YOU**

Please contact this office to make an appointment on 04 8158484 or email on [consular.wellington@dirco.gov.za](mailto:consular.wellington@dirco.gov.za)

Appointments are from Monday to Wednesday and Friday between 9am and 12pm  
Appointment Necessary

For full details please go to this link;

[http://www.sahc.org.au/citizenship/Identity\\_Document\\_First\\_Time\\_Applications.htm](http://www.sahc.org.au/citizenship/Identity_Document_First_Time_Applications.htm) and/or  
[http://www.sahc.org.au/citizenship/Identity\\_Document\\_Reapplication.htm](http://www.sahc.org.au/citizenship/Identity_Document_Reapplication.htm)

**PLEASE ENSURE ALL FORMS ARE DONE IN BLACK INK**

### **ID BOOK Requirements First Time**

- 1. DHA-9 - Full set of fingerprints**  
Form will be given at appointment and fingerprints will be done at the High Commission
- 2. BI-529 form** **Please pre fill out**
3. Certified copy of parents first page of the Identity document or ID card
4. Certified copy of birth certificate

5. Two (2) certified colour passport photographs, 35mm x 45mm, in colour showing full facial features of the applicant (head and shoulders). (Photographs taken at photo booths are not acceptable).
6. A return self-addressed track & trace courier bag per application.

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 the first page of his/her identity document.

### **ID BOOK Requirements RE Issue**

1. **DHA-9 - Full set of fingerprints**  
These are to be done in Wellington at SAHC office, available by appointment.
2. BI-529 form  
A certified copy of your Retention of South African Citizenship Certificate (dual citizenship) if you also have the citizenship of a foreign country.
3. Certified copy of marriage certificate (female applicants only).
4. Certified copy of full birth certificate; where a name change has taken place, a copy of the approval letter or new amended certificate from the Department of Home Affairs.
5. Two (2) certified colour passport photographs, 35mm x 45mm, in colour showing full facial features of the applicant (head and shoulders).
6. A return self-addressed track & trace courier bag per application.
7. **Fees                    NZ\$20.00**  
First ID book is free whilst a re-application for an ID Book is NZ\$16.00. Payment can be made by cash on the day of submitting your application.

Please note    Processing time is approximately 6 - 12 months as applications are forwarded to the DHA in Pretoria for processing.

If you or somebody in your party are differently-abled, please reach out so that we can endeavour to make your time more accessible.

Regards

Consular Services

Tel No                    04 815 8484