

## APPLICATION FOR TOURIST PASSPORTS: PERSONS 16 YEARS AND OLDER

A South African citizen, who is 16 years and older, is entitled to a tourist passport, which is valid for 10 years and not renewable – once the validity period of a passport expires, an application for a new passport must be submitted. Any South African citizen may apply for a passport if the current passport he or she is holding is about to expire, is almost full, has been damaged, lost or stolen, or if the applicant's forename and / or surname has been amended.

An applicant must have a 13-digit South African identity number, in order to apply for a passport; applicants who do not have a 13-digit South African identity number must apply for the registration of their birth and for a South African identity document, as the case may be, first.

An applicant, who has turned 16 since his or her previous South African (child) passport was issued, must also submit a **first** application for a South African identity document, which is issued free of charge, together with the new passport application. Please note that such applicant's fingerprints must first be captured at the Department of Home Affairs, before the new passport application may be processed/issued and this may result in a delay with the passport application.

***It is important to know that when you apply for a passport, whether in South Africa or overseas, you must apply in person because:***

- The passport officer must be satisfied that your identity is legal and valid
- The passport officer must check that your photograph is a true image of yourself; and
- Your fingerprints must be taken (for people who are aged 16 years or older) and checked against the National Population Register

The following documents must be submitted:

- **Form BI-73** (or DHA-73) to be fully completed **in block letters and in black ink (at the Embassy)**;

### **NOTE:**

- Applicants must complete Parts A, D and E.
- Part B must be completed by an official at the South African Embassy in Astana, who will identify the applicant and take his or her fingerprints.
- Under 'Signature of the applicant' in the bottom left hand corner, the applicant must sign in the box space (**no part of the signature must touch the outer lines**).
- In the case of applicants under 18 years, subject to the exceptions mentioned under Part C, parental consent for issuing of the passport must be duly granted **by both the applicant's parents or guardians** in the prescribed manner under Part C; furthermore, subject to the exceptions mentioned under Part C, **both parents must accompany the child**.
- For Question (a) of Part D, 'means of obtaining' citizenship of another country may be through descent, birth, marriage, naturalisation or registration.
- Question (b) of Part D refers to a previously issued **South African passport**.

- **Form BI-9** to be fully completed **in block letters and in black ink (at the Embassy)**;

### **NOTE:**

- The purpose of this form is for record purposes only. It is used for the taking of fingerprints and the subsequent comparison to confirm identity. **It is therefore not used to apply for a 'First issue for an identity card' as indicated on the top of the form.**
- Fingerprints are taken free of charge at the Embassy in Astana.
- The front page of the form BI-9 must be fully completed, dated and signed by the applicant.

- **Form BI-529** to be fully completed in **block letters and in black ink (attached)**;

**NOTE:**

- The purpose of this form is to verify the applicant's South African citizenship; therefore, all South African citizens who are abroad at the time of lodging an application for a passport must fully complete this form.

- **Questions 9, 10, 11 of Part A are of particular importance.**

- Questions that are not applicable should be marked as 'n/a'; if answers to certain questions are not known, they should be marked as 'Do not know'.

- 'Identity number' refers only to South African 13-digit identity numbers and should therefore not be completed, if it is unavailable or unknown.

- **Applicants must include their valid mobile phone number and email address under Part E.**

- **The applicant's original South African passport** (including page with the residence/work permit for Kazakhstan/Kyrgyzstan/Tajikistan/Turkmenistan)

- A photocopy of the document must also be submitted.

**The original document will be given back to the applicant.**

**NOTE:**

- The applicant's passport and copy of the passport must be submitted despite the fact that the current passport may be full or expired. The original passport will be given back to the applicant.

- If the applicant's current passport has been lost or stolen, a police report, accompanied by an English translation by a sworn translator, if the original one is not in English **and** a loss of passport report, which may be signed before a Commissioner of Oath when submitting the passport application in person, must be submitted.

- If the current passport is damaged, what is left of the applicant's damaged passport should be submitted.

- If a female applicant is changing her surname to her married name, original and copy of the passport in the applicant's maiden name should be submitted.

- **The applicant's original South African identity document**, if available

- A photocopy of the document must also be submitted.

**The original document will be given back to the applicant.**

- **The applicant's South African birth certificate**, if available

- A photocopy of the document must also be submitted.

**The original document will be given back to the applicant**

- **In respect of dual citizens, the applicant's original foreign passport (or foreign identity document)**

- A photocopy of the document must also be submitted.

**The original document will be given back to the applicant.**

– **In respect of a married applicant whose marriage abroad i.e. outside of South Africa has not been duly registered on the National Population Register, certified copy of the applicant's foreign marriage certificate.**

- An apostille in terms of the 1961 Hague Convention must be affixed to the document in order to prove authenticity.
- If the original marriage certificate is not in English, it must be translated into English and certified as a correct translation by a sworn translator at the expense of the applicant;
- Applicants may verify their marital status online: <http://www.dha.gov.za/status/Status.html>.
- Current legislation stipulates that **female** married applicants may elect to use their married surname, their maiden surname, a combination of both current married surname and maiden surname i.e. double-barrel surname or any other surname which she bore at any prior time, without having to formally apply for change of surname; **this request must be put in writing when applying for a new identity document.**

– **In respect of a divorced applicant whose divorce has not been duly registered on the National Population Register, certified copy of the applicant's divorce decree.**

- An apostille in terms of the 1961 Hague Convention must be affixed to the document in order to prove authenticity.
- If the original divorce decree is not in English, it must be translated into English and certified as a correct translation by a sworn translator at the expense of the applicant.
- Applicants may verify their marital status online: <http://www.dha.gov.za/status/Status.html>.

Current legislation stipulates that **female** divorced applicants may elect to continue using their married surname, revert to their maiden surname, any previous married surname or amended surname, or add such surname to any married surname she legally bears or bore at any prior time, without having to formally apply for change of surname; **this request must be put in writing when applying for a new identity document.**

– **In respect of a widow / widower whose spouse's death abroad i.e. outside of South Africa / change of marital status has not been duly registered on the National Population Register, certified copy of the deceased spouse's foreign death certificate.**

- An apostille in terms of the 1961 Hague Convention must be affixed to the document in order to prove authenticity.
- If the original death certificate is not in English, it must be translated into English and certified as a correct translation by a sworn translator at the expense of the applicant.
- Applicants may verify their marital status online: <http://www.dha.gov.za/status/Status.html>.

– In respect of applicants born in Namibia, a fully completed 'Namibian Questionnaire';

– **Two (2) identical passport photos** (see [photograph specifications](#)). The photographs must meet the specifications – to avoid processing delays, we recommend that applicants use a professional passport photo service. The photographs must **not** be affixed to the application forms.

– **Payment of the prescribed application fee for Regular passport 30972 KZT, for Maxi passport 61945 KZT (Please note that if the applicant's previous passport has been lost, stolen or damaged, the fee is double the amount of the prescribed fee i.e.61945 KZT (Regular passport) and 123890 KZT (Maxi passport) where the passport had been lost,**

**stolen or damaged through no negligence on the part of the holder, only the normal fee will be payable.**

Payment of the above-mentioned application fee should be paid after submitting the application.

Bank details:

Beneficiary name	South African Embassy in Kazakhstan
Bank name	JSC «First Heartland Jýsan Bank»
Address	62a Kosmonavtov Street, 7 <sup>th</sup> floor, Astana
BIN	040150020673
SWIFT/BIC	TSESKZKA
Iban Number	KZ55998BTB0000487976
Currency	KZT
Code of payment purpose	859
Code of Beneficiary:	21

**NOTE:**

- South African citizens whose circumstances necessitate frequent travel are entitled to a **Maxi passport** valid for 10 years. A maxi passport is a 48-page passport that can only be issued to South African citizens 16 years and older. **Please note that the prescribed fee for a Maxi passport is 61945 KZT.**

- A complete application must be submitted by the applicant in person during the consular opening hours: Mon-Fri; 09:00-12:30, except public holidays, by appointment.

- Applicants are advised that applications submitted at our office are sent free of charge to the Department of Home Affairs in Pretoria, where the passports are issued, with the diplomatic freight bag once a month. In the case of urgent applications, applicants may opt to organize and pay for a courier service to collect their applications from our office and have it delivered directly to the Department in Pretoria – applicants who would like to make use of this option should confirm this in writing when submitting their applications.

- **The current processing period for a passport is approx. up to 6 months**, after the application has been sent to the Department of Home Affairs in Pretoria.

- Applicants would be immediately notified as soon as the passport has been received by our office.

- Due to the long-term nature of passport applications, applicants are kindly requested to keep our office informed of any change of address during the processing period.

- The Department of International Relations and Cooperation (formerly, Department of Foreign Affairs) offers a voluntary registration service for South African citizens that are travelling or residing abroad. This service is provided in the event there is a need to contact you to offer urgent advice on a natural disaster or civil unrest or a family emergency. Information may be submitted by a South African citizen via the [ROSA Online Registration form](#).