

APPLICATION FOR TOURIST PASSPORTS: PERSONS UNDER 16 YEARS

A South African citizen, who are under 15 years or younger, is entitled to a tourist passport, which is valid for 5 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, who is 15 years or younger, 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.

The completed application must be submitted **in person during the consular business hours by both parents who must accompany the child.**

The following documents must be submitted when applying for a child passport:

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

NOTE:

- Parts A, C, D, E must be fully completed by the parents of the child.
- Part B must be completed by an official at the South African Embassy in Astana.
- Under 'Signature of the applicant' in the bottom left hand corner, that box/white space should be left blank, as **no signature is required from the child.**
- Both parents must sign consent under Part C of BI-73.
- If one parent is not a South African citizen, his or her passport number should be completed.
- If the parent is a single parent, then a full birth certificate of the child must be submitted which proves this fact.
- If the parents are divorced, then both parents are still required to sign consent unless sole guardianship and custody has been given to the parent making the application in which case proof of this fact must be submitted, e.g. a court order together with a certified English translation, if necessary.
- If one of the parents is deceased, then a certified copy of the death certificate together with a certified English translation, if necessary, must be submitted.
- If parents are divorced or separated and one of the parents cannot be traced, then a court order regarding the granting of sole custody and guardianship together with a certified English translation, if necessary, must be submitted.
- 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-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 **in block letters and in black ink**, dated and signed by the applicant's South African parent.
- 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.
- **Parents should include a valid mobile phone number and email address under Part E.**

– **The child's original South African passport.**

- A photocopy of the passport page with the applicant's biometric data/photograph and residence permit, as applicable, must also be submitted.
- **The original passport will be given back to the applicant.**

NOTE:

- The child's passport must be submitted despite the fact that the current passport is full or expired.
- If the child'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 child's current passport is damaged, what is left of the damaged passport must be submitted.

– **The child's South African birth certificate.**

- 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 child'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.**

– **The applicant's parents' original passports (or identity documents).**

- Photocopies of the passport page with the holder's biometric data / photograph must also be submitted.
- **The original documents will be given back to the applicants.**
- If the applicant's parent(s) is/are deceased, in the case of minors, a **certified** copy of the court order or certificate of adoption and **certified** copy of the lawful guardian's identity document.

NOTE:

· If the child has never been registered by the Department of Home Affairs, this must be done before a child passport will be issued (the requirements and forms for an application for [birth registration](#) are available on request from our office). An application for a child passport can be lodged in conjunction with the registration of a child's birth.

– **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 of 30972 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; 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 th floor, Astana
BIN	040150020673
SWIFT/BIC	TSESKZKA
Iban Number	KZ55998BTB0000487976
Currency	KZT
Code of payment purpose	859
Code of Beneficiary:	21

NOTE:

- 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 applications may take up to six (6) months to process. Applicants may however contact our office in the event of the application taking longer than six (6) months.
- Applicants would be immediately notified as soon as the passport has been received by our office from Pretoria, and are kindly requested not to contact our office unnecessarily for progress reports.
- 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.
- 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 submitted by a South African citizen via the [ROSA Online Registration form](#).