APPLICATION FOR AN EMERGENCY TRAVEL CERTIFICATE

South African citizens who have to travel urgently for reasons of death, sickness or other emergency /urgent matter e.g. loss or theft of passport while overseas, are entitled to an emergency travel certificate, which is valid only for a single journey e.g. **to return to the Republic of South Africa**.

An emergency travel certificate can only be issued to applicants who have 13-digit identity numbers and whose fingerprints have been previously classified on the National Population Register.

The following documents to be submitted to apply for an Emergency Travel Certificate:

− **A duly completed application Form BI-73**
The form be must be fully completed **in block letters and in black ink**, dated and signed by the applicant – questions that don't apply may be completed with 'n/a'.
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 / white 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 <u>both</u> the applicant's parents or guardians** in the prescribed manner under Part C; furthermore, subject to the exceptions mentioned under Part C, <mark>**both parents must accompany the child.**</mark>
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**.

− **Written motivation** for the issuing of the emergency passport and details of full residential address **in the Republic of South Africa** (post office box and private box numbers are not accepted) shall be provided, along with any proof of the urgency of the trip (e.g. confirmation of funeral arrangements, doctor's letter confirming sickness, etc).

− **Four (4) identical colour photographs** that comply with the Passport and ID Photograph Specifications.

− **Form BI-9**
This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the application in person.

− **Form BI-529 (attached)**
All South African citizens who apply abroad must complete this form and ensure that the information furnished is true and correct.

The form be must be fully completed **in block letters and in black ink**, dated and signed by the applicant – questions that don't apply may be completed with 'n/a'; if answers to certain questions are not known, they should be marked as 'Do not know'. Questions 9, 10, 11 of Part A are of particular importance.
'Identity number' refers only to South African 13-digit identity numbers; where an 'identity number' is not applicable or unknown, the space should be completed accordingly.

Applicants must add their mobile phone number and email address under Part E.

‒ **Proof of South African citizenship**
This may be in the form of a copy of the applicant's South African passport, identity document and/or birth certificate, if the original documents are not available, and may be a print-out of a scan or fax. If the current passport is damaged, what is left of the applicant's damaged passport must be submitted.

‒ **In the case of a lost or stolen passport, 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.

‒ **In the case of a lost or stolen passport, a signed declaration**
May be downloaded and printed. The declaration shall be signed before a Commissioner of Oath when submitting the passport application in person.

‒ **In respect of an applicant under the age of 18, 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.

‒ **A schedule of the applicant's travel arrangements i.e. a copy of the flight itinerary**
Applicants who will transit via a third country en route to the Republic of South Africa are advised to obtain transit regulations with a South African emergency passport by contacting either their airline or the Embassy of such third country.

‒ **Proof of payment of the application fee** of 3613 tenge

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, 7th floor, Astana
BIN	040150020673
SWIFT/BIC	TSESKZKA
Iban Number	KZ55998BTB0000487976
Currency	KZT
Code of payment purpose	859
Code of Beneficiary:	21

NOTE:

- All forms which are available for download are also available as printed forms at the Embassy. **Applicants are however encouraged to print and complete forms at home**, in order to avoid unnecessary delays and long waiting periods when they submit the applications in person. Applicants who print forms at home must however ensure that they use high quality paper and the forms they print are legible; forms may be printed in colour or black and white.

- 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.

- **Application forms must not be folded**.

- In order to issue an emergency travel certificate, authorisation from the Department of Home Affairs in Pretoria, which is based on positive identification of the applicant's fingerprints, is required. As a result, the issuing of an emergency travel certificate may take up to 5 working days and the applicant may have to return to the office of application Embassy in Astana.