

APPLICATION FOR AN UNABRIDGED BIRTH CERTIFICATE

An unabridged birth certificate may be issued upon request to a person, whose birth has been duly registered by the Department of Home Affairs.

The following documents must be submitted when applying for a full (unabridged) birth certificate:

- **Form BI-154** to be fully completed **in block letters and in black ink (attached)**;

NOTE:

- *'The reason for the certificate' must be given e.g. required to get married abroad, to register child(ren), for personal records.*
- *Should the birth certificate be certified with an **apostille** in terms of the 1961 Hague Convention, this should be confirmed under 'The reason for the certificate'.*

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

NOTE:

- All South African citizens who apply abroad must complete this form and ensure that the information furnished is true and correct.
- 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 should include a valid mobile phone number and email address under Part E.

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

- A photocopy of the document must also be submitted.

The original document will be given back to the applicant.

- **In respect of applicants who do not have a South African birth certificate or birth record, form DHA-24**

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

- **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 original South African passport**

- 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 certified copy of foreign passport.**

- **An application fee of 516 KZT**

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

REF: Unabridged birth certificate

NOTE:

- Should the birth certificate be certified with an apostille in terms of the 1961 Hague Convention, please confirm this in writing when submitting the application.

- Applicants are advised that applications submitted at our office are sent free of charge to the Department of Home Affairs in Pretoria, where the documents are issued, with the diplomatic freight bag once a month. In the case of urgent applications, applicants may opt to organise 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.

- Unfortunately the intra-departmental movement of the application and tracing of original records in the register held by the Department of Home Affairs is a time consuming task, with the result that these applications may take **up to six (6) months** to process.

- Applicants would be immediately notified as soon as the issued document has been received by our office from Pretoria, and are kindly requested not to contact our office unnecessarily for progress reports. Applicants may however contact our office in the event of the application taking longer than six (6) months.

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

- 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 should not be folded.

- 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](#).