

APPLICATION FOR AN IDENTITY DOCUMENT

Identity documents enable holders to identify themselves for general purposes and day-to-day activities in society. Identity documents form an important part of each citizen's daily activities since all transactions, whether private or public, require positive identification. Identity documents are issued to South African citizens or permanent residence permit holders who are 16 years or older.

South African missions abroad e.g. Embassy in Astana may accept an application for a South African identity document from a person applying for the first time; a person whose identity document has been lost, stolen or damaged; a person, who applied for the change of personal particulars; a person whose citizenship status has changed; a woman who entered into matrimony or would like to resume any of her previous surnames; and a person, who is temporarily residing abroad and who has previously been in possession of an identity document.

Please note however that in the case of an application for an identity document at a South African mission abroad, the issued identity document will be as a green bar-coded identity book, which is in the process of being phased out. Persons who apply at a Home Affairs office in South Africa are issued with the new smart card ID, which replaces the green bar-coded identity book. **We therefore strongly urge applicants to consider applying for the new smart card ID during their next trip to South Africa instead of applying for the green bar-coded identity book at a South African mission abroad.**

The following documents must be submitted when applying for a South African identity document:

– **Form BI-9** to be fully completed **in block letters and in black ink** (as this form may not be downloaded, it may be collected and completed at our office, when submitting the application);

NOTE:

- The purpose of this form is for the taking of fingerprints and the subsequent verification to confirm identity.
- 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**;

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 should include a 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.

– **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, certified copy of the applicant's foreign passport (or foreign identity document).**

In respect of former South African citizens by birth or descent who have renounced their South African citizenship, the applicant's original renunciation certificate

- A photocopy of the document must also be submitted.

The original document will be given back to the applicant.

– **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.

The original documents will be given back to the applicant.

– **In respect of persons applying for their South African identity document for the first time, 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.

– **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>.

– **Two (2) identical coloured passport photos** (see [photograph specifications](#)), including the applicant’s full name on the reverse side – **passport photos should not be affixed to the application form;**

– **Payment of the prescribed application fee of 3613 KZT (Persons applying for their South African identity document for the first time do not have to pay the application fee).**

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.: Identity document (applicant’s name)

NOTE:

- Application forms should not be folded.
- A complete application must be submitted by the applicant in person during the consular opening hours: Mon-Friday; 09:00-12:30, except public holidays, by appointment.
- Original documents e.g. passports are not kept by the Embassy during the processing period.
- Such original documents are given back to applicants after certified copies have been made.
- 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 identity document has been received by our office.
- Applicants 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.
- 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](#).