

## CHECKLIST FOR HOME AFFAIRS PRODUCTS – PASSPORTS & CITIZENSHIP

No.	PRODUCT	APPLICATION FORM	SUPPORTING DOCUMENTS	OTHER/COMMENT
1.	Passports	DHA 73 DHA 529 if applying outside of RSA	<ul style="list-style-type: none"> <li>• Check if the applicant has necessary supporting documents</li> <li>• 2 photos</li> <li>• <b>Adult</b> must have Identity Document with 13 digits includes 16 years of age and above  Or</li> <li>• <b>Child</b> is a minor under 16 years of age, must have birth certificate with 13 digits ID number</li> </ul> <p><b><u>REQUIREMENTS FOR PASSPORT APPLICATION OF A CHILD</u></b></p> <ul style="list-style-type: none"> <li>• The child's parent/s must present a 13 digit identity number SA birth certificate to apply for a child passport with a citizenship 08 number.</li> <li>• Only a child whose birth has been registered in terms of the Birth and Death Registration Act, 1992 (Act No. 51 of 1992) may be issued with a SA Passport</li> </ul>	<ul style="list-style-type: none"> <li>• All forms to be completed using black ink pen</li> <li>• The signature box must not have markings with arrows or lines directing applicants where to sign</li> <li>• No stapling on top of the photos</li> <li>• Clear and readable fingerprints only to be sent for processing</li> </ul>

			<ul style="list-style-type: none"><li>• For purposes of Passport, a minor means any person who has not yet attained the age of 18 years, excluding a person under the said age who:<ul style="list-style-type: none"><li>○ has been declared a major under the age of Majority Act, 1972 (Act No.57 of 1972</li><li>○ has contracted a legal marriage; or</li><li>○ is legally emancipated</li></ul></li><li>• Consent: Subject to the Exceptions below, minors require the written consent of both their parents or guardians, as the case may be, before the may be granted passports. The required written consent by the parents or by the guardians must be given in the prescribed manner in the space provided</li><li>• If the child bears the fathers surname and wishes to apply for a passport, a consent by the father must be required, even if not married.</li><li>• If the child's surname is a mothers surname only a consent by the mother is required, when not married</li></ul> <p><b><u>EXCEPTIONS</u></b></p> <ul style="list-style-type: none"><li>• If one of the parents is deceased, this fact must be stated</li></ul>	<ul style="list-style-type: none"><li>• Only ICAO quality photos to be attached</li></ul>
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2.	Foreign Birth	DHA 24 DHA 529	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Receive (DHA-24) Notice of birth</li> <li>• DHA-529 (Citizenship questionnaire) <b>Fully completed</b> on both applicant and parents <b>with no N/A</b></li> <li>• Unabridged / full birth certificate of the applicant</li> </ul>	

			<ul style="list-style-type: none"> <li>• Marriage certificate if the parents are married. If not married, both parents must acknowledge paternity. In case one of the parents is unable to acknowledge paternity, a consent letter is required</li> <li>• Proof of birth of the South African parent (e.g. Birth certificate, certified copy of identity document ,certified copy of marriage certificate or certified copy of passport</li> <li>• Proof from South African parent who acquired foreign citizenship as well as retention letter</li> <li>• Proof legal residence status abroad: Temporary, permanent or naturalised citizenship</li> </ul> <p>Front office must verify the validity of the foreign birth certificate of the applicant with the relevant Embassy or Mission (Birth certificates that were issued after 10 years from the date of registration)</p>	
3.	Resumption of Citizenship	DHA 175 DHA 529	<p><b>Requirements :</b></p> <ul style="list-style-type: none"> <li>• DHA -175 ( form)</li> <li>• DHA -529 All <b>Full completed with no N/A</b></li> <li>• Applicant must be permanently back in South Africa 12 months prior to ( MCS or copies of passport)</li> </ul>	

			<ul style="list-style-type: none"> <li>• Proof of residence in RSA for a period of 3 months prior to (Municipality accounts, Lease contracts or Bank statement)</li> <li>• RSA Police report must not be older than six (6) months from the date of</li> <li>• Police clearance from country of present nationality must not be older than six (6) months from the date of</li> <li>• Proof legal residence status abroad: Temporary, permanent or naturalised citizenship</li> <li>• Proof of payment (R300.00)</li> </ul>	
4.	Status Determination/ Confirmation of Citizenship	DHA 529	<ul style="list-style-type: none"> <li>• Receive DHA 529 (Citizenship questionnaire) and supporting documents</li> </ul> <p><b>Requirements :</b></p> <ul style="list-style-type: none"> <li>• DHA -529 <b>Fully Completed with no N/A</b></li> <li>• Proof of birth of the South African parent (e.g. Birth certificate, certified copy of identity document, certified copy of marriage certificate or certified copy of RSA passport. Proof of applicant's parents birth records. Without these, no will be processed</li> <li>• Proof legal residence status abroad: Temporary, permanent or naturalised citizenship</li> </ul>	

			<ul style="list-style-type: none"> <li>• R90,00( <b>applicable only for To whom letter</b>)</li> </ul> <p>All offices, including embassies/ missions must ensure that the DHA-529 is duly completed and complies</p>	
5.	Renunciation	DHA 246 DHA 529	<ul style="list-style-type: none"> <li>• Renunciation (DHA-246), citizenship questionnaire (DHA-529) <b>Fully completed with no N/A</b></li> </ul> <p>Guarantee letter obtained from the other country</p>	
6.	Exemption	DHA 1664 DHA 529	<ul style="list-style-type: none"> <li>• Refer to DHA 1664 ( Exemption of South African Citizenship)</li> </ul> <p><b>Requirements :</b></p> <ul style="list-style-type: none"> <li>• DHA -1664</li> <li>• DHA-529 <b>Fully Completed with no N/A</b></li> <li>• Letter confirming acceptance of dual nationality</li> </ul> <p>Payment of R300.00 (as per regulated by the National Treasury)</p>	
7.	Reinstatement of Citizenship	DHA 1666 DHA 529	<ul style="list-style-type: none"> <li>• Receive for Retention (DHA 1666 (bar code prefix: CRE 0000000) and DHA 529</li> <li>• Determine if applicant qualify based on <b>Determination outcome</b></li> <li>• Refer to DHA 1666</li> </ul>	

			<p>Requirements :</p> <ul style="list-style-type: none"><li>• DHA -1666 duly completed</li><li>• DHA-529 <b>Fully completed with no N/A</b></li><li>• Proof of birth/ citizenship in RSA</li><li>• Payment of R300.00 (as per regulated by the National Treasury)</li><li>• Proof of foreign citizenship (certificate / letter from the authority of the current citizenship)</li></ul> <p>Police clearance from the country of current citizenship</p>	
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