

# Birth Certificates

## Registering a birth

All children born in South Africa must be registered within 30 days of their birth (in terms of the Births and Deaths Registration Act, 1992.)

A parent, parents, guardian or any other person legally responsible for the child must complete Form BI-24 (with black ink only) and it must be submitted to the nearest office of the Department of Home Affairs if you are in South Africa, or the nearest South African embassy, mission or consulate if you are overseas.

Once the child's birth has been registered, an unabridged birth certificate is issued free of charge, usually a day or so after the registration application has been submitted.

## Getting copies of birth certificates

***Unabridged birth certificates are issued upon request to persons who are:***

- *South African citizens, whether in the Republic or outside the Republic, including persons who are not South African citizens but who sojourn permanently or temporarily in the Republic, for whatever purpose.*

***If you need additional copies of an unabridged birth certificate you must:***

- complete Form BI-154 and submit it to the nearest office of the Department of Home Affairs if you are in South Africa, or the nearest South African embassy, mission or consulate if you are overseas
- pay the required fee for the application

Undocumented Foreign Nationals who are born in South Africa are issued with a certificate free of charge on registration of their births.

## Late registration of a birth

***According to the Births and Deaths Registration Act, all births must be registered within 30 Days of birth. If a child birth is not registered within 30 days, it is considered a late registration of birth.***

***Births reported after 30 days have additional requirements. These types of registration of births are divided into three main categories:***

1. **31 Days up to One Year**
2. **One Year up to Seven Years**
3. **Seven Years and Above**

### **1. 31 Days up to One Year**

*Apply at designated offices with the following requirements:*

- DHA 24/LRB (notice of birth)
- Children born at a health facilities: DHA 24/PB (Proof of birth) / Children born at home: DHA 24PBA (Proof of Birth Affidavit)
- DHA 288 /A (Affidavit giving reasons for LRB)
- Biometrics (palm, foot or fingerprint) of the child to be registered
- Fingerprints of parent/s
- ID/Passport of parent/s

### **2. One Year up to Seven Years**

*Apply at designated offices with the following requirements:*

- DHA 24/LRB (notice of birth)
- Children born at a health facilities: DHA 24/PB (Proof of birth) / Children born at home: DHA 24PBA (Proof of Birth Affidavit)
- DHA 288/A (Affidavit giving reasons for LRB)
- DHA 288
- Biometrics (palm, foot or fingerprint) of the child to be registered
- Fingerprints of parent/s
- ID/Passport of parent/s

### **3. Seven Years and Above**

*Apply at designated offices with the following requirements:*

- DHA 24/LRB (notice of birth)
- Children born at health facilities: DHA 24/PB (Proof of birth) / Children born at home: DHA 24PBA (Proof of Birth Affidavit)
- DHA 288/A (Affidavit giving reasons for LRB)
- DHA 288
- Biometrics (ID-size photo and fingerprint) of the person to be registered
- Fingerprints of parent/s
- ID/Passport of parent/s

### **Registering the birth of a child born within wedlock**

Children born within wedlock can be registered under the surname of the father and mother jointly, where both parents have given consent (subject to the signatures on the margin).

Form BI-24 must be completed (with black ink only) and it must be submitted to the nearest office of the Department of Home Affairs if you are in South Africa, or the nearest South African embassy, mission or consulate if you are overseas.

Once the child's birth has been registered, an unabridged birth certificate is issued free of charge, usually a day or so after the registration application has been submitted.

### **Registering the birth of a child born out of wedlock**

Children born out of wedlock are registered under the surname of the mother. They may also be registered under the surname of their biological father provided that the father acknowledges paternity and both the father and the mother consent to the registration of the child under the father's surname in the presence of a Home Affairs official.

Form BI-24 must be completed (with black ink only) and it must be submitted to the nearest office of the Department of Home Affairs if you are in South Africa, or the nearest South African embassy, mission or consulate if you are overseas.

Once the child's birth has been registered, an abridged birth certificate is issued free of charge, usually a day or so after the registration application has been submitted.