



**CONSULAR OFFICE HOURS FROM MONDAY TO FRIDAY: 08.30 to 11.30
ALL FOREIGN DOCUMENTS MUST BE TRANSLATED INTO ENGLISH**

Contact: Tel (020) 22 433 50 / 22 494 82/ 22 49433

APPLICATION FOR AN UNABRIDGED BIRTH CERTIFICATE

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

- South African citizens by birth or naturalisation: or
- Children of South African citizens who were born abroad.

General information about South African unabridged birth certificates is available on the website of the Department of Home Affairs: <http://www.dha.gov.za/index.php/civic-services/birth-certificates>.

The following documentation must be submitted for an application for an unabridged birth certificate **in person during the consular business hours**

- form BI-154 to be fully completed **in block letters and in black ink**, dated and signed by the applicant;
 - *'The reason for the certificate' must be provided e.g. required to get married abroad, to register child(ren), for personal records.*
- form BI-529 / DHA-529 to be fully completed **in block letters and in black ink**, dated and signed by the applicant;
 - *The purpose of this form is to locate records at the Department of Home Affairs in Pretoria; therefore, all applicants must complete this form and ensure that the information furnished is correct and complete.*
 - *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'.*
 - *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.**
- form DHA-24 to be fully completed **in block letters and in black ink**, dated and signed by applicants who do not have an abridged or unabridged South African birth certificate;
 - *This form may not be downloaded i.e. is available to the applicant to complete when he or she submits the application in person.*
 - *A recent photo of the child is not required for form DHA-24.*
 - *Parts A to F must be completed, dated and signed by the applicant.*
 - *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; where an 'identity number' is not applicable or unknown, the space should be completed accordingly.*
 - *The 'Compulsory Section' under Part A is not applicable i.e. may be marked as 'n/a'.*
 - *The informant may be the applicant i.e. person applying for the unabridged birth certificate.*
- the applicant's **original** South African passport (and / or identity document), and a photocopy of the page with the applicant's biometric data / photograph and residence visa for Madagascar;
- the applicant's South African abridged or unabridged birth certificate, if available, and a photocopy of it;

- in respect of dual citizens, the applicant's **original** foreign passport (or foreign identity document), and a photocopy of the page with the applicant's biometric data / photograph;

Proof of payment of the prescribed application fee of **MGA 18 000** e.g. copy of the bank transfer slip.
Payment of the above-mentioned application fee may be deposit to the following account:

Details for fee payment:

Applicant/ Customer can make deposit at any SBM branch during office hours. SBM (Antsahavola, Andraharo, Behoririka, Tanjombato and Tamatave)

Account no: 90130200011121

Account holder: South African Embassy

Reference details: Full name of applicant as per Passport with a phone number.

No cash is accepted

Please note:

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

- *All applicants must submit photocopies of personal documents together with the original documents e.g. passports, identity documents, birth marriage and death certificates, and divorce decrees – no photocopies will be done at the Consulate.*

- *Applications submitted at the Consulate are sent to the Department of Home Affairs **in Pretoria, where applications are finalised and new documents 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.*

- **After the application has been sent to the Department of Home Affairs in Pretoria, it may take more than 6 months for the application to be finalised and the newly issued document to reach the office of application / South African mission abroad. Status / progress reports are not provided to applicants by the mission during the above-mentioned processing period;** applicants may however contact the Department of Home Affairs themselves about their application status: Client Service Centre; Tel.: +27 11 461 9252; Email: csc@dha.gov.za.