

## IMPORTANT INFORMATION

### NOTICE TO SOUTH AFRICAN CITIZENS APPLYING FOR SOUTH AFRICAN PASSPORTS AND IDENTITY DOCUMENTS

Persons applying for South African passports and identity documents must submit their complete applications in person during the consular opening hours (Mon-Fri; 09:00-12:00, MUST arrive at the Embassy before 11H00) at the Embassy in Seoul where fingerprints are taken free of charge, copies of original documents certified and payment of the application fee can be made in cash. Please visit us after receiving confirmation of appointment. Forms will no longer be available from the websites of [the Department of Home Affairs](#) or the Embassy.

South African identity documents are issued to South African citizens or Holders of Permanent Residence Permits.

Applications for South African Identity Document may be lodged at the South African Embassy in Seoul and will be forwarded to the Department of Home Affairs in Pretoria for processing. To process a new South African passport, it takes 6 to 12 months. The South African Embassy does not have any influence to speed up the process of passport application. First issue of an identity document is free of charge. Please see [the guidelines on completing forms](#)

### Requirements

- BI-9 application form for ID document with a full set of fingerprints. (This form must be submitted by 16 years old and above applicants).
- BI-529 (Determination of citizenship status): Parents' information of the applicant is compulsory to be completed in the form: names in full, date of birth, date of marriage, place of marriage, SA ID numbers, nationality, number of immigration permit and date of issue, number of certificate of naturalisation and date of issue, date and place of acquisition of foreign citizenship and means of application, whichever applicable.
- Two recent identical passport photographs (35 x 45); (Please read the Photograph Specifications)
- proof of identification i.e. valid passport, old ID document or birth certificate;
- copy of marriage certificate, divorce decree or spouse's death certificate, whichever is applicable.
- A Certified copy of the naturalisation certificate, permanent residence certificate, exemption certificate: which is applicable.
- Certified copy of proof of foreign citizenship, if applicable
- Police report in English in case of lost

### Prescribed fees

- First time application : Free of charge
- Prescribed fee of KRW 13,000 (Re-issue). Fees are payable only in Korean Won by cash, bank guaranteed cheque or postal order to the South African Embassy.