



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

ENQUIRIES:

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DEPARTMENT OF HOME AFFAIRS:

HEAD OFFICE
PROVINCIAL OFFICES
DOMESTIC OFFICES
FOREIGN OFFICES

PASSPORT CONTROL INSTRUCTION NO 1 OF 2015

SUBJECT: ISSUANCE OF UNABRIDGED CERTIFICATES TO HOLDERS OF CHILD PASSPORTS

As you are aware, the Regulations in terms of the Immigration Act were published in Regulation Gazette No. 10199 of 22 May 2014.

In particular, Regulation 6 (12) (a), (b) and (c) were not implemented as it requires persons travelling with children to produce unabridged certificates in respect of such children (Please see Annexure A). The Minister publicly announced that implementation of the afore-said Regulations would be postponed to June 2015.

In preparation for the implementation of the aforementioned Regulations, a decision was taken that all applicants applying for child passports or travel documents should also be encouraged to apply for unabridged birth certificates. The turnaround time to produce unabridged birth certificates is 6 to 8 weeks. In order to facilitate speedy issuance of the unabridged birth certificates, it is mandatory that the passport and unabridged birth certificate applications be lodged at the same time.

This directive will apply from the date endorsed on this circular. The prescribed revenue tariff for the issuance of unabridged birth certificates shall apply. A further directive relating to the process for applying for unabridged birth certificates for passport purposes will be issued and distributed to all offices by the Director: Births, Marriages & Deaths.

Provincial Managers and District Managers: Operations are kindly requested to ensure that the contents of this circular are brought to the attention of all officials under your jurisdiction. Offices are also required to display a notice to this effect at all passport sections / counters.

M. APLENI
DIRECTOR-GENERAL
DATE: 8 May 2015

ANNEXURE A: REGULATION 6 (12)

(12)(a) Where parents are travelling with a child, such parents must produce an unabridged birth certificate of the child reflecting the particulars of the parents of the child.

(b) In the case of one parent travelling with a child, he or she must produce an unabridged birth certificate and—

- (i) consent in the form of an affidavit from the other parent registered as a parent on the birth certificate of the child authorising him or her to enter into or depart from the Republic with the child he or she is travelling with;
- (ii) a court order granting full parental responsibilities and rights or legal guardianship in respect of the child, if he or she is the parent or legal guardian of the child; or
- (iii) where applicable, a death certificate of the other parent registered as a parent of the child on the birth certificate;

Provided that the Director-General may, where the parents of the child are both deceased and the child is travelling with a relative or another person related to him or her or his or her parents, approve such a person to enter into or depart from the Republic with such a child.

(c) Where a person is travelling with a child who is not his or her biological child, he or she must produce—

- (i) a copy of the unabridged birth certificate of the child;
- (ii) an affidavit from the parents or legal guardian of the child confirming that he or she has permission to travel with the child;
- (iii) copies of the identity documents or passports of the parents or legal guardian of the child; and
- (iv) the contact details of the parents or legal guardian of the child,

Provided that the Director-General may, where the parents of the child are both deceased and the child is travelling with a relative or another person related to him or her or his or her parents, approve such a person to enter into or depart from the Republic with such a child.