



South African High Commission
Wellington, New Zealand

Dear Applicant

Thank you for your enquiry regarding an application for an Emergency Travel Document (ETC).

Below please find the necessary requirements and information for completing the forms before submitting during your appointment.

Please ensure that you completely answer the questions, leaving no blanks. If something is irrelevant please indicate so with a 'n/a' (not applicable).

Emergency Travel Certificate (Adults/Child)

Emergency Travel Certificate (ETC) will be issued to an applicant under circumstances of emergency travel purposes such as when a passport is lost while abroad and traveling to countries that accept ETCs for purposes of assisting family members in distress or if a family member is deceased.

ETC processing time 5-10 working days after application.

Applicants for ETC's are required to appear in person at the High Commission (HC) in Wellington.

Please book an appointment with the consular section before coming in **04 815 8484** or email consular.wellington@dirco.gov.za

Note this should be applied for three (3) weeks before your intended travel.

Consular hours **Monday to Wednesday and Friday between 9am to 12pm**

Applicants are urged to check with the respective countries' representative whether an ETC may be used to enter their country before lodging an application at the HC.

Note Forms are available for downloading on website www.dha.gov.za or www.dirco.gov.za/Wellington/

ETC requirements

All forms need to be completed in black ink

1. Form BI-73 Application for passport **Pre fill form for submitting**
2. Form BI-529 Determination of SA citizenship **Pre fill form for submitting**
3. Certified copies of latest passport (picture page), birth certificate or ID copy of New Zealand residence stamp.
4. Certified copy of SA Dual Citizenship Certificate (*if applicable*)

5. Certified copy of New Zealand or any foreign citizenship certificate (*if applicable*)
6. If under 18 years, the prescribed consent by parents must be furnished. See requirements under tourist passports for persons under 16. **BOTH parents** of the child must travel to Wellington.
7. Written motivation and supporting documents for the emergency, eg a signed doctor's letter on a letterhead or death certificate must be provided.
8. A letter / certificate from the Police that a lost / stolen passport was reported.
9. Copy of a confirmed travel itinerary.
10. Four colour photographs (35mm x 45mm) that comply with the passport and ID photograph specifications.
11. Pre-paid Track and Trace courier bag
12. **Fee NZ\$20.00**
Payment can be made by cash on the day of submitting your application.

Regards

Consular Section

Tel No 04 815 8484