

South African Birth Certificate Application Form

Version 1.18 (24/2/19)

General Instructions

1. Please fill out this form in **black pen** and email it to orders@unabridgedbirthcertificates.com
2. We will check the form and send you an invoice and an online payment link.
3. Once we have received payment your application will be submitted on the next business day.

You can call us on +27 87 550 3434 or email at info@unabridgedbirthcertificates.com if you have any questions or require further assistance.

To be completed by the person applying for the certificate

Name:	
Email Address:	
Mobile Number:	

Invoice Address

Invoice in Rands:
(EFT payment)

Invoice in Dollars:
(Visa, Mastercard, Paypal)

Name:			
Address Line 1:			
Address Line 2:			
Town:		State/Province:	
Country:		Postal Code:	

Delivery Address (if different to invoice address)

I will send my own courier:

We will confirm this before couriating your certificates

Name:			
Address Line 1:			
Address Line 2:			
Town:		State/Province:	
Country:		Postal Code:	

Order Details

What birth certificate are you applying for? (please tick one)

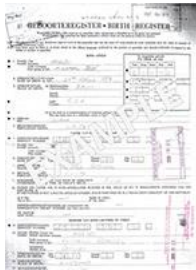


Unbridged Birth Certificate

An Unbridged Birth Certificate is a computer printed document issued by Home Affairs. It shows the full information of the individual and the biological parents or legal guardians.

Passengers under the age of 18 require this certificate (in addition to passports and visas) when entering or exiting South Africa.

OR



Vault Birth Certificate

A Vault Birth certificate is a stamped and signed Home Affairs document. It's a photocopy of the original birth registration form completed by the parents.

This type of certificate is most often needed when applying for British Citizenship, and also for other citizenships and passports

Do you need an Apostille attached to this certificate? (tick if needed)



Apostille Certificate and Seal

An Apostille is a form of authentication issued by the Department of Foreign Affairs. It's attached to your original document and verifies it as authentic and legitimate

Apostilles are ordinarily attached to documents that are intended for use outside of South Africa in countries that are signatories to the Hague Convention

Declaration

I understand that all timelines given by INTERNATIONAL DOCUMENT MANAGEMENT SERVICES (PTY) LTD are given as guidelines. Whilst we do our utmost to get all certificates on time we cannot and will not be held responsible or liable for any costs incurred due to late or non-delivery of certificates due to records not being found or systems failures at Home Affairs.

Signature

Date

Instructions for filling out the Home Affairs form (DHA-154)

Note: This page contains instructions only, you do not need to scan and send this page back to us

The next page contains the official Home Affairs Birth Certificate application form. We are aware the it is badly formatted and designed for South African addresses, but please try to just fit your local address and information in as well as you can.

IMPORTANT: We **need an ID number** for the applicant OR a birth register number. If you do not know your ID number please call or email us, we may be able to offer research options. We cannot process the application without one of these two numbers.

- Complete in black pen with block letters
- Please complete sections A,B,C and D as completely as possible and sign the form

A: PARTICULARS OF PERSON

- This is the person that the certificate is being applied for.
- We need an ID Number. Please see the note above
- If you do not have a birth entry number leave it blank

B: PARTICULARS OF FATHER/PARENT A

- Please complete as fully as possible
- Where you do not know the information, please leave blank and don't guess

C: PARTICULARS OF FATHER/PARENT A

- Please complete as fully as possible
- Where you do not know the information, please leave blank and don't guess

D: PARTICULARS OF APPLICANT

- This must be completed by the person applying for the certificate, even if it's the same person as in section A
- If your address is not South African please just try to fit your details in as best as possible
- Please sign the form.


APPLICATION FOR BIRTH CERTIFICATE

[Births and Deaths Registration Act 51 of 1992]

 To be completed in full and submitted at the Department of Home Affairs' office or to a South African embassy or consulate. The form to be completed in black ink with **BLOCK LETTERS**. Please mark with the CORRECT box, where required. Applications that are not legible shall not be accepted.

Please select below which certificate is required:

 Unabridged Certificate

 Certified copy of Birth Register (vault copy)

 Abridged Certificate

 Handwritten abridged certificate

Please provide reasons for applying for this certificate [compulsory in terms of Section 29 (2) 9 (b) of the Act]:

A. PARTICULARS OF PERSON

Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>	Birth entry number	<input type="text"/>
Date of Birth	Y Y Y Y	M M M M M M M M M M	D D	(write month in full)	
Surname	<input type="text"/>				
Previous/Maiden surname	<input type="text"/>				
Forenames (in full)	<input type="text"/>				
Place of birth: City/Town	<input type="text"/>				
District/Province of Birth	<input type="text"/>	Country of Birth	<input type="text"/>		

B. PARTICULARS OF FATHER/ PARENT A

Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>		
Previous/Maiden surname	<input type="text"/>		
Forenames (in full)	<input type="text"/>		
Place of birth: City/Town	<input type="text"/>		
District/Province of Birth	<input type="text"/>	Country of Birth	<input type="text"/>

C. PARTICULARS OF MOTHER/ PARENT B

Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>		
Previous/Maiden surname	<input type="text"/>		
Forenames (in full)	<input type="text"/>		
Place of birth: City/Town	<input type="text"/>		
District/Province of Birth	<input type="text"/>	Country of Birth	<input type="text"/>

D. PARTICULARS OF APPLICANT

Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>		
Forenames (in full)	<input type="text"/>		
Residential address: Street	<input type="text"/>		
Town/Village	<input type="text"/>		
District/Province	<input type="text"/>	Postal code	<input type="text"/>
Telephone no., incl. area code	<input type="text"/>	Cell phone no.	<input type="text"/>
Relationship to the person concerned:	<input type="checkbox"/> Father/Parent A	<input type="checkbox"/> Mother/Parent B	<input type="checkbox"/> Legal guardian
	<input type="checkbox"/> Social Worker or Authority officer, provide case number: <input type="text"/>		
	<input type="checkbox"/> Other, please specify <input type="text"/>		

I _____ (The applicant), hereby declare under oath that the information submitted is to the best of my knowledge and belief true and correct in case it is not true, I shall be guilty of an offence and on conviction liable to a fine or imprisonment for a period not exceeding five years or to both such fine and such imprisonment (Section 31(1)(b) of Act 51 of 1992)

Signature of Applicant: _____

 Date: Y Y Y Y M M D D

E. FOR OFFICIAL USE ONLY
APPLICATION RECEIVED BY:

Identity Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>		
Forenames in full	<input type="text"/>		
Persal No.	<input type="text"/>		
Date	Y Y Y Y	M M	D D

DOCUMENTS SUBMITTED: PLEASE TICK

- Original ID document of applicant was presented
- Power of Attorney
- Payment received, if applicable

Office stamp - OFFICE OF ORIGIN

Signature _____

Limited Power of Attorney

Between

Name:

And

INTERNATIONAL DOCUMENT MANAGEMENT SERVICES (PTY) LTD. a corporation incorporated and existing under the laws of South Africa with its head office located at: 43 Congo Road, Emmarentia, Gauteng, 2195, South Africa.

Appointment

The Principal appoints the Agent as his/her representative, to make an application in his/her legal capacity in the Republic of South Africa. The Principal gives the Agent full power and authority to act on his/her behalf, in his/her name, for his/her account and benefit for the purpose of obtaining an unabridged or vault birth certificate.

Extent of Authority

The Principal grants the Agent the following powers and authority:

1. **General Grant of Power:** to exercise or perform any act, power, duty, right or obligation whatsoever that now has or may hereafter need to be acquired, relating to the procurement of documentation from the Department of Home Affairs and the Department of International Relations and Cooperation.
2. **Collection Powers:** to procure, request, demand, sue for, recover, collect, receive, hold all such certificates, all documents, for the collection and recovery of them, and to execute and deliver on its behalf, and in its name, all endorsements, apostilles, releases, receipts, or other sufficient discharges for the same.
3. **Employ Agents:** to employ and compensate agents, accountants, attorneys, and other professional assistance and to retain and compensate such persons for services rendered.

Authority to do everything necessary is hereby granted here as fully as if the Client may or could do if personally present, with full power of substitution or revocation, ratifying and confirming all that INTERNATIONAL DOCUMENT MANAGEMENT SERVICES PTY LTD shall lawfully do or cause to be done by virtue of this power of attorney and the powers granted here

Signature

Signed at

Place

on

Date

Your Signature

Our Signature