

## NOTICE OF BIRTH: REGISTRATION OF A FOREIGN BIRTH

***Information about registering birth quoted from the website of the Department of Home Affairs: (Reference: <http://www.dha.gov.za/index.php/civic-services/birth-certificates>, dated 14 June 2022)***

All births registered by the Department of Home Affairs are in terms of the Births and Deaths Registration Act, 1992. There is no exclusion or separate requirements for foreign birth registrations. According to the Births and Deaths Registration Act, all births must be registered within 30 Days of birth. If a child birth is not registered within 30 days, it is considered a late registration of birth. Births reported after 30 days have additional requirements. These types of registration of births are divided into three main categories:

- 31 Days up to One Year
- One Year up to Seven Years
- Seven Years and Above

Children born within wedlock can be registered under the surname of the father and mother jointly, where both parents have given consent (subject to the signatures on the margin). Children born out of wedlock are registered under the surname of the mother. They may also be registered under the surname of their biological father provided that the father acknowledges paternity and both the father and the mother consent to the registration of the child under the father's surname in the presence of a Home Affairs official.

A parent, parents, guardian or any other person legally responsible for the child must complete the forms, and supporting documents must be attached to an application as prescribed in the Births and Deaths Registration Act. Only complete applications with required supporting documents will be accepted and processed for Foreign Birth Registration. It must be submitted to the nearest South African embassy, mission or consulate. Once the child's birth has been registered, an abridged birth certificate is issued free of charge.

***If you submit the application to the South African Embassy in Seoul, please read the information below:***

- All the applications submitted to the South African Embassy in Seoul are sent to Pretoria to process. It takes 6-12 months in general cases. The Embassy does NOT have any influence to expedite the process.
- Applications are sent to Pretoria by our monthly diplomatic bag. It is sent to our head office in Pretoria, the Department of International Relations and Cooperation (DIRCO), and then, from DIRCO to the HQ of the Department of Home Affairs. The DHA's officials in Birth Section process the application and issue a birth certificate where the application is successful.
- The applicant (child) and both of his/her father and mother must be physically present to the South African Embassy in Seoul. Both parents must sign the forms together and complete the application that day. If one of the parents cannot be in attendance, a letter of consent with his/her original identity document or passport will no longer be accepted. In the case of minors born out of wedlock, the biological father's consent will also be required if any of the circumstances as outlined in section 21 of the Children's Act, 1995, are applicable, and the child and both parents should be in attendance when the application is submitted. If a parent is deceased, his or her death certificate must accompany the application. If the applicant is in the care of a guardian other than the parents, proof of the High Court's appointment must accompany the application.

***How to complete the forms and prepare the documents:***

- Applicants must be prepared to provide all the relevant information to our officials on the scheduled appointment day. We advise to read and complete sample forms before visiting the Embassy. If you have completed the sample forms provided by e-mail, it will help you a lot to complete the ORIGINAL forms at the Embassy that day.
- The forms must be completed in black ink, with block letters, and the information must be furnished in FULL. Please do not skip any question or leave it blank. All the questions must be answered appropriately. For the question which is not applicable or unknown, you may write 'N/A' or 'unknown' or further explanation. Incomplete applications are NOT processed by the Department of Home Affairs. It may be delayed or returned to the Embassy due to incompleteness. Applications that are not legible shall not be accepted by the Department of Home Affairs.
- The child's South African parent(s) shall complete and sign all the forms as an informant. In case of a foreign parent who does not have South African identity number, please write his/her foreign passport number in the places.
- Any document issued in foreign language must be translated in English language by a sworn translator. If you cannot find a sworn translator in Korea, an authorised translator may translate a foreign document in English language. Then, the original together with its English translation must be notarised by appointed/authorised notary public from the Minister of Justice by local law. Please check the names in the English translation are correctly translated as written in their passport. If you submit any official/public document issued by the Korean authorities, i.e. Certificate of Marriage Relations (혼인관계증명서), Basic Certificate (기본증명서), etc., make sure the identity numbers are printed in full.
- When you visit the Embassy, please submit this check-list AND all the supporting documents (IDs, passports, birth/marriage/death/citizenship certificates, etc.) to us in ORIGINAL. We will assist with certifying a photocopy of your documents provided that the primary documents are presented to our Consul in original. The certified copies are done free of charge and we can make photocopies of your original document(s) at the Embassy that day.

<b>NOTICE OF BIRTH (WITHIN 30 DAYS)</b>		<b>Mark (v)</b>
1	<b>Duly completed DHA-24 form (Notice of Birth)</b> –to be completed by a South African national parent. The baby’s palm, foot or fingerprints will be taken by our official when you visit the Embassy. The first page of this form is a carbon paper. Do not put any document on top of the DHA-24 form. The drawing can be transferred to the second page of the form.	
2	<b>Duly completed DHA-24/A form (Fingerprints for the Notice of Birth)</b> –a full set of fingerprints of the informant (South African parent of the child) will be taken by our official when you visit the Embassy.	
3	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child:</b> It is the information about the child and his/her parents. Please provide the child’s personal particulars in the 1 <sup>st</sup> page and the particulars of the child’s both parents in the 2 <sup>nd</sup> page of the form. According to the Department of Home Affairs, applicants are required to submit this form when applying for any civic document from abroad.	
4	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child’s mother:</b> It is the information about the child’s parents and grandparents. If you are the child’s South African mother, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
5	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child’s father:</b> It is the information about the child’s parents and grandparents. If you are the child’s South African father, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
6	Foreign birth certificate of the child: Please submit a birth certificate issued by the medical institute in English language and Korean language. It is advised that the following information be confirmed in the certificate: Child’s full name/gender/date & time of birth/place of birth (City, Province, Country of Birth), Father’s full names/nationality/date of birth/ID or Passport number, Mother’s full names, nationality, date of birth, ID or Passport number, signature of the medical practitioner with the date, official stamp of the medical institution, physical address and contact numbers of the medical institution, etc. in their official letterhead format. If the institution cannot provide the certificate in English language, you need to obtain a notarised English translation of the original.	
7	If the child has foreign citizenship (dual citizen), proof of the child’s foreign citizenship, i.e. valid foreign passport, certificate of citizenship, or any other official/public document confirming the child’s nationality issued by the relevant authority.	
8	Mother’s South African identity document & passport	
9	Father’s South African identity document & passport	
10	South African birth certificate of the child’s South African parent(s), if any.	
11	If the child’s parent is a dual citizen, valid foreign passport(s) as proof of his/her foreign citizenship. If you had acquired foreign citizenship after 18 years of age, please submit a confirmation letter of retention of SA citizenship issued by the Department of Home Affairs together with your birth certificate.	
12	If the child’s parent is a naturalised South African citizen, a naturalisation certificate & permanent residence permit (DHA-802) in addition.	
13	If the child’s parent is a non-SA citizen, valid foreign passport. If he/she is a South African permanent resident, please submit a permanent residence permit (DHA-802) together with his/her foreign passport.	
14	If the child is reported by a next-of-kin or legal guardian (no parent), South African identity document & passport of the informant.	
15	<b>Duly completed DHA-288/B form (Affidavit given by Next-of-kin or Legal Guardian)</b> , where applicable.	
16	<b>Duly completed DHA-288/C form (Affidavit for Confirmation of Paternity for Children Born out of Wedlock)</b> , where applicable.	
17	Marriage Certificate of the child’s parents, if married.	
18	Death certificate, if one or both parents are deceased.	
19	Korean ID or Alien Registration Card (ARC) of the parents.	
20	If you wish to collect the child’s birth certificate at one of the DHA’s regional office in the Republic of South Africa, please complete the written request to change the destination.	
<b>NOTICE OF BIRTH (31 DAYS UP TO 1 YEAR)</b>		<b>Mark (v)</b>
1	<b>Duly completed DHA-24/LRB form (Notice of Birth)</b> –to be completed by a South African national parent. Please write the reasons for registering after 30 days as per Section 9(1) of the Act. The first page of this form is a carbon paper. Do not put any document on top of the DHA-24/LRB form. The drawing can be transferred to the second page of the form.	
2	<b>Duly completed DHA-24/A form</b> –a full set of fingerprints of the informant (South African parent of the child) will be taken by our official when you visit the Embassy.	
3	<b>Duly completed DHA-288/A form (Affidavit for Notice of Birth given after 30 days up to 1 year)</b> –to be completed by a South African parent. The parent should initial each page and sign in front of a commissioner of oaths, Consul at the Embassy.	

4	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child:</b> It is the information about the child and his/her parents. Please provide the child's personal particulars in the 1 <sup>st</sup> page and the particulars of the child's both parents in the 2 <sup>nd</sup> page of the form. According to the Department of Home Affairs, applicants are required to submit this form when applying for any civic document from abroad.	
5	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child's mother:</b> It is the information about the child's parents and grandparents. If you are the child's South African mother, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
6	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child's father:</b> It is the information about the child's parents and grandparents. If you are the child's South African father, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
7	Foreign birth certificate of the child: Please submit a birth certificate issued by the medical institute in English language and Korean language. It is advised that the following information be confirmed in the certificate: Child's full name/gender/date & time of birth/place of birth (City, Province, Country of Birth), Father's full names/nationality/date of birth/ID or Passport number, Mother's full names, nationality, date of birth, ID or Passport number, signature of the medical practitioner with the date, official stamp of the medical institution, physical address and contact numbers of the medical institution, etc. in their official letterhead format. If the institution cannot provide the certificate in English language, you need to obtain a notarised English translation of the original.	
8	If the child has foreign citizenship (dual citizen), proof of the child's foreign citizenship, i.e. valid foreign passport, certificate of citizenship, or any other official/public document confirming the child's nationality issued by the relevant authority.	
9	Mother's South African identity document & passport	
10	Father's South African identity document & passport	
11	South African birth certificate of the child's South African parent(s), if any.	
12	If the child's parent is a dual citizen, valid foreign passport(s) as proof of his/her foreign citizenship. If you had acquired foreign citizenship after 18 years of age, please submit a confirmation letter of retention of SA citizenship issued by the Department of Home Affairs together with your birth certificate.	
13	If the child's parent is a naturalised South African citizen, a naturalisation certificate & permanent residence permit (DHA-802) in addition.	
14	If the child's parent is a non-SA citizen, valid foreign passport. If he/she is a South African permanent resident, please submit a permanent residence permit (DHA-802) together with his/her foreign passport.	
15	If the child is reported by a next-of-kin or legal guardian (no parent), South African identity document & passport of the informant.	
16	<b>Duly completed DHA-288/B form (Affidavit given by Next-of-kin or Legal Guardian),</b> where applicable.	
17	<b>Duly completed DHA-288/C form (Affidavit for Confirmation of Paternity for Children Born out of Wedlock),</b> where applicable.	
18	Marriage Certificate of the child's parents, if married.	
19	Death certificate, if one or both parents are deceased.	
20	Korean ID or Alien Registration Card (ARC) of the parents.	
21	If you wish to collect the child's birth certificate at one of the DHA's regional office in the Republic of South Africa, please complete the written request to change the destination.	
<b>NOTICE OF BIRTH (1 YEAR UP TO 7 YEARS)</b>		<b>Mark (v)</b>
1	<b>Duly completed DHA-24/LRB form (Notice of Birth)</b> –to be completed by a South African national parent. Please write the reasons for registering after 30 days as per Section 9(1) of the Act. The first page of this form is a carbon paper. Do not put any document on top of the DHA-24/LRB form. The drawing can be transferred to the second page of the form.	
2	<b>Duly completed DHA-24/A form</b> –a full set of fingerprints of the informant (South African parent of the child) will be taken by our official when you visit the Embassy.	
3	<b>Duly completed DHA-288/A form (Affidavit for Notice of Birth given after 30 days up to 1 year)</b> –to be completed by a South African parent. The parent should initial each page and sign in front of a commissioner of oaths, Consul at the Embassy.	
4	<b>Duly completed DHA-288 form (Affidavit by Parent in support of Notice of Birth given after 1 year)</b> –to be completed by a South African parent. The parent should initial each page and sign in front of a commissioner of oaths, Consul at the Embassy. It is advised to attach school (including pre-school) reports and proof of qualification(s) of the child. Please provide the personal details of the reference person to the child.	
5	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child:</b> It is the information about the child and his/her parents. Please provide the child's personal particulars in the 1 <sup>st</sup> page and the particulars of the child's both parents in the 2 <sup>nd</sup> page of the form. According to the Department of Home Affairs, applicants are required to submit this form when applying for any civic document from abroad.	

6	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child's mother:</b> It is the information about the child's parents and grandparents. If you are the child's South African mother, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
7	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child's father:</b> It is the information about the child's parents and grandparents. If you are the child's South African father, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
8	Foreign birth certificate of the child: Please submit a birth certificate issued by the medical institute in English language and Korean language. It is advised that the following information be confirmed in the certificate: Child's full name/gender/date & time of birth/place of birth (City, Province, Country of Birth), Father's full names/nationality/date of birth/ID or Passport number, Mother's full names, nationality, date of birth, ID or Passport number, signature of the medical practitioner with the date, official stamp of the medical institution, physical address and contact numbers of the medical institution, etc. in their official letterhead format. If the institution cannot provide the certificate in English language, you need to obtain a notarised English translation of the original.	
9	If the child has foreign citizenship (dual citizen), proof of the child's foreign citizenship, i.e. valid foreign passport, certificate of citizenship, or any other official/public document confirming the child's nationality issued by the relevant authority.	
10	Mother's South African identity document & passport	
11	Father's South African identity document & passport	
12	South African birth certificate of the child's South African parent(s), if any.	
13	If the child's parent is a dual citizen, valid foreign passport(s) as proof of his/her foreign citizenship. If you had acquired foreign citizenship after 18 years of age, please submit a confirmation letter of retention of SA citizenship issued by the Department of Home Affairs together with your birth certificate.	
14	If the child's parent is a naturalised South African citizen, a naturalisation certificate & permanent residence permit (DHA-802) in addition.	
15	If the child's parent is a non-SA citizen, valid foreign passport. If he/she is a South African permanent resident, please submit a permanent residence permit (DHA-802) together with his/her foreign passport.	
16	If the child is reported by a next-of-kin or legal guardian (no parent), South African identity document & passport of the informant.	
17	<b>Duly completed DHA-288/B form (Affidavit given by Next-of-kin or Legal Guardian)</b> , where applicable.	
18	<b>Duly completed DHA-288/C form (Affidavit for Confirmation of Paternity for Children Born out of Wedlock)</b> , where applicable.	
19	Marriage Certificate of the child's parents, if married.	
20	Death certificate, if one or both parents are deceased.	
21	Korean ID or Alien Registration Card (ARC) of the parents.	
22	If you wish to collect the child's birth certificate at one of the DHA's regional office in the Republic of South Africa, please complete the written request to change the destination.	
<b>NOTICE OF BIRTH (7 YEARS AND ABOVE)</b>		<b>Mark (v)</b>
1	<b>Duly completed DHA-24/LRB form (Notice of Birth)</b> –to be completed and signed by a South African national parent. If the child is 15 years or older, he/she must also sign. Please write the reasons for registering after 30 days as per Section 9(1) of the Act. The first page of this form is a carbon paper. Do not put any document on top of the DHA-24/LRB form. The drawing can be transferred to the second page of the form.	
2	<b>Duly completed DHA-24/A form with regard to the informant</b> –a full set of fingerprints of the informant (South African parent of the child) will be taken by our official when you visit the Embassy.	
3	<b>Duly completed DHA-24/A form with regard to the child</b> –a full set of fingerprints of the child will be taken by our official when you visit the Embassy, if the child is 15 years of age or above. Please bring one identical colour photograph (35mm*45mm) of the child –write the child's surname, initials, and date of birth on the back side of the photo. MUST READ "Passport and ID Photograph Specifications": <a href="#">DOWNLOAD</a>	
4	<b>Duly completed DHA-288/A form (Affidavit for Notice of Birth given after 30 days up to 1 year)</b> –to be completed by a South African parent. The parent should initial each page and sign in front of a commissioner of oaths, Consul at the Embassy.	
5	<b>Duly completed DHA-288 form (Affidavit by Parent in support of Notice of Birth given after 1 year)</b> –to be completed by a South African parent. The parent should initial each page and sign in front of a commissioner of oaths, Consul at the Embassy. It is advised to attach school (including pre-school) reports and proof of qualification(s) of the child. Please provide the personal details of the reference person to the child.	
6	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child:</b> It is the information about the child and his/her parents. Please provide the child's personal particulars in the 1 <sup>st</sup> page and the particulars of the child's both parents in the 2 <sup>nd</sup> page of the form. According to the Department of Home Affairs, applicants are required to submit this form when applying for any civic document from abroad.	



7	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child's mother:</b> It is the information about the child's parents and grandparents. If you are the child's South African mother, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
8	<b>Duly completed BI-529 form (Determination of Citizenship Status) with regard to the child's father:</b> It is the information about the child's parents and grandparents. If you are the child's South African father, please provide your personal particulars in the 1 <sup>st</sup> page and the particulars of your parents in the 2 <sup>nd</sup> page of the form.	
9	Foreign birth certificate of the child: Please submit a birth certificate issued by the medical institute in English language and Korean language. It is advised that the following information be confirmed in the certificate: Child's full name/gender/date & time of birth/place of birth (City, Province, Country of Birth), Father's full names/nationality/date of birth/ID or Passport number, Mother's full names, nationality, date of birth, ID or Passport number, signature of the medical practitioner with the date, official stamp of the medical institution, physical address and contact numbers of the medical institution, etc. in their official letterhead format. If the institution cannot provide the certificate in English language, you need to obtain a notarised English translation of the original.	
10	If the child has foreign citizenship (dual citizen), proof of the child's foreign citizenship, i.e. valid foreign passport, certificate of citizenship, or any other official/public document confirming the child's nationality issued by the relevant authority.	
11	Mother's South African identity document & passport	
12	Father's South African identity document & passport	
13	South African birth certificate of the child's South African parent(s), if any.	
14	If the child's parent is a dual citizen, valid foreign passport(s) as proof of his/her foreign citizenship. If you had acquired foreign citizenship after 18 years of age, please submit a confirmation letter of retention of SA citizenship issued by the Department of Home Affairs together with your birth certificate.	
15	If the child's parent is a naturalised South African citizen, a naturalisation certificate & permanent residence permit (DHA-802) in addition.	
16	If the child's parent is a non-SA citizen, valid foreign passport. If he/she is a South African permanent resident, please submit a permanent residence permit (DHA-802) together with his/her foreign passport.	
17	If the child is reported by a next-of-kin or legal guardian (no parent), South African identity document & passport of the informant.	
18	<b>Duly completed DHA-288/B form (Affidavit given by Next-of-kin or Legal Guardian)</b> , where applicable.	
19	<b>Duly completed DHA-288/C form (Affidavit for Confirmation of Paternity for Children Born out of Wedlock)</b> , where applicable.	
20	Marriage Certificate of the child's parents, if married.	
21	Death certificate, if one or both parents are deceased.	
22	Korean ID or Alien Registration Card (ARC) of the parents.	
23	If you wish to collect the child's birth certificate at one of the DHA's regional office in the Republic of South Africa, please complete the written request to change the destination.	

#### **AFTER SUBMISSION OF YOUR APPLICATION TO THE SOUTH AFRICA EMBASSY IN SEOUL**

#### **If you have submitted the application to the South African Embassy in Seoul successfully, please read the information below:**

- If the application is completed at the Embassy, we issue an acknowledgement of receipt of notification of birth (Form No. DHA-25) to you. This is not a birth certificate. If the child is found to be a South African citizen and his/her name is included in the National Population Register (NPR) by the Department of Home Affairs, they issue a birth certificate in Pretoria. When you leave the Embassy, please make sure you have all the supporting documents (passports, IDs, birth/marriage/death certificates, citizenship certificates, etc.) returned to you.
- Applications are sent to Pretoria by our monthly diplomatic bag. We send the bag to our head office in Pretoria, the Department of International Relations and Cooperation (DIRCO), during the first week of every month. And then, the applications are forwarded from DIRCO to the HQ of the Department of Home Affairs (DHA). Upon receipt of your application, the DHA's officials in Birth Section will process it and issue a birth certificate of your child if the application is successful. The newly issued birth certificate will be dispatched from DHA to DIRCO, and from DIRCO to the South African Embassy in Seoul by a diplomatic bag.
- All information in the application is subject to verification by the Department of Home Affairs. If no proof in support thereof has been submitted upon application, i.e. identifications, birth/marriage/death certificates, naturalisation certificates, proof of citizenship, or any other document, may be requested in order to substantiate any statement made in the application.
- The South African Embassy in Seoul is NOT in the position to confirm the result on your application because it is decided by the relevant officials in the Department Home Affairs, case by case. If they request additional information or documentation to process your application, they notify the Embassy in writing. In this case, we contact the applicant and advise accordingly.

The outstanding document(s) can be submitted to the Embassy and we will send it to the Department of Home Affairs on behalf of the applicant. It could take another few months for the result.

- Upon receipt of the birth certificate from Pretoria, we e-mail each applicant to collect it from the Embassy. It is advised that passports/IDs/certificates be collected in person due to the security reasons as such documents contain your personal information.
- You can collect the birth certificate at one of the DHA's regional office in the Republic of South Africa. Or, you can arrange that the certificate be collected by your family member in RSA on your behalf. If you wish to change the destination of the certificate, please complete the request form and attach it to your application. However, it is a normal practice that the newly issued civic document is forwarded to the office where the application was initiated. We have experienced in some cases that the document to be collected in RSA still comes to the Embassy. It is advised that the applicant contact the Department of Home Affairs to follow-up and confirm the destination of his/her birth certificate after a few months.
- To collect the birth certificate at the South African Embassy in Seoul, applicants must bring their valid passport and the DHA-25 form previously issued to them. When you receive the birth certificate, please check if all the information in the certificate is correctly issued in accordance with your personal details.

**How to follow-up on your application(s):**

Please be advised that once the application is despatched to Pretoria, the South African Embassy in Seoul has no influence over the application. All civic applications are processed by the HQ of the Department of Home Affairs in Pretoria and we have no access to the Home Affairs' system to check on the current status of the application.

The Department has made available a Home Affairs Contact Centre for follow-up purposes by each applicant. Please contact the following office for progress on your application:

**Home Affairs Contact Centre**

Toll free No. : 0800 60 11 90  
If abroad/outside RSA : +27 12 338 8000  
Website : [www.dha.gov.za](http://www.dha.gov.za)  
E-mail Address : [hacc@dha.gov.za](mailto:hacc@dha.gov.za)

**[IMPORTANT] Obligations to report to the Korea Immigration Service:**

Under Article 35 of the Immigration Act of the Republic of Korea, registered aliens (applicants for birth registration) are required to report changes in Alien Registration Matters, including his/her names, gender, date of birth, nationality, etc. to the Chief of the Immigration Office having jurisdiction over the place of sojourn within 14 days. Administrative fines less than 1 million Korean Won will be imposed for violations of the provision of the Act. Please read the notice by the Ministry of Justice:

<http://www.southafrica-embassy.or.kr/MinistryJustice.pdf>