

CERTIFICATION OF SOUTH AFRICAN DOCUMENTS & DRIVING LICENCE CARDS

Certification of South African Documents by the South African Embassy in Seoul:

The South African Embassy in Seoul assists with certifying a photocopy of South African official/public documents provided that the primary documents are presented to our Consul in original. Please note that the contents of the documents are NOT confirmed or verified by the Embassy. The certified copies are done free of charge, on the same day. Please make sure you have all the ORIGINAL documents returned to you before you leave our office.

Certification of South African Driving Licence Cards by the South African Embassy in Seoul:

A South African resident in Korea or Korean national who has a valid South African driving licence card may request for an exchange of his/her license to the Road Traffic Authority of the Republic of Korea. For the requirements and procedure, please consult with the officials of the Korean Driver's License Examination Office in your region. You may contact their call centre at 1577-1120 or visit their website (<https://www.koroad.or.kr/eng>). According to the information available on their website, one of the requirements is 'Embassy Certificate of License or Apostille' for the purpose of verifying a foreign license. The South African Embassy in Seoul provides a certified copy of South African driving licence cards for those who wish to convert it to a Korean driver's license.

South African driving licence cards cannot be renewed by the South African Embassy in Seoul. If your driving licence card has expired, please contact the Driving Licence Testing Centre (DLTC) in RSA: <https://www.gov.za/services/driving-licence/renew-driving-licence>

[IMPORTANT NOTICE FOR ALL THE VISITORS TO THE EMBASSY]

Appointment bookings are required for civic and notarial services at the South African Embassy in Seoul. No walk-ins are accommodated. If you can submit your application(s) in person, please let us know. You need to give us the full names, contact number, purposes of visit (type of your civic application(s) or specify your request in details) by e-mail: consular.seoul@dirco.gov.za. Upon receipt of your information, we will send you a booking confirmation accordingly.

If you cannot visit the Embassy, you may authorise someone else who can come to submit and collect the document(s) on your behalf. You need to prepare a power of attorney as written authorisation to the person visiting the Embassy, and give him/her your SA driving license card and a copy of your passport. If all the requirements are ready, please make an appointment to visit the Embassy. The authorised person must also bring along his/her original passport to the Embassy that day, for identification. Or, you may use postal services to send and receive the documents by registered mail. Please note that the South African Embassy in Seoul cannot take responsibility for loss/damage/delay of your documents during delivery. Especially for a passport/ID/driving licence card, we suggest submit it in person due to the security reasons as such document contains personal information.

REQUIREMENTS FOR CERTIFICATION OF DOCUMENTS (CERTIFIED COPIES)

**Mark
(v)**

1	South African Official/Public document(s) in ORIGINAL to be produced for verification	
2	Photocopies of the original document(s) to be prepare by the applicant and submitted together with the original(s).	
3	Applicant's valid passport & Korean ID/ARC –if the applicant is a non-SA citizen with South African permanent residence permit, it is requested to produce a South African identity document together with the passport. If submitted by a third person, valid passport of the person who is to visit the Embassy.	
4	If submitted by a third person, a power of attorney or written authorisation to the person who is to submit and collect the original document(s) –the applicant must sign and attach a copy of his/her passport & ARC.	
5	If submitted by post, duly completed request form for a certified copy and undertaking for collections by post –go to the next page to complete (to be written by hand and sign) and attach a copy of your passport & ARC.	
6	If submitted by post, postage for return of your documents –you may purchase a prepaid postage label (등기선납라벨) at any post office in Korea. Make sure the postage is enough to receive all your documents by registered mail to your region. It is not recommended to use regular mail service because the tracking information is not provided for regular mail.	
7	If submitted by post, a self-addressed envelope to receive all your documents from the Embassy –you need to prepare another A4 sized envelope and write your names, postal address, postal code, and cell-phone number. We'll use it to send your documents back to you. According to the Korea Post, registered mail must be received in person only. You can put your work address to receive your documents if nobody's at home during working hours. Please attach the prepaid postage label in the upper right corner on this envelope.	
8	If submitted by post, put all the requirements in an envelope and send it to the following address: Consular Section, South African Embassy, 104 Dokseodang-ro, Yongsan-gu, Seoul (04420) 서울 용산구 독서당로 104, 주한남아공대사관 영사과 (04420)	

REQUEST FORM

I, _____ (applicant's names), South African

ID No. or Foreign Passport No. _____ ,

would like to request for certified copies of my South African official/public document(s) as follows:

(Mark where applicable)

(Indicate the quantity of copies to be certified by the Embassy)

Passport

Identity Document

Driving Licence Card

Birth Certificate

Marriage Certificate

Citizenship Certificate

Others: (specify) _____

UNDERTAKING

Dear Sir/Madam,

I, _____, hereby authorise the South
(applicant's names)

African Embassy in Seoul to send my original _____

(write your original documents to be returned to you)

_____ by registered mail, to the following address in Korea:

(your postal address) _____

(contact number) _____

(e-mail address) _____

I am aware of the possibility of loss/damage/delay of my original document(s) during the delivery and I take full responsibility towards any incident that might happen when mailing it to me.

With regards,

Signature: _____
(the same as in your passport)

Date: _____