

# **SOUTH AFRICAN CITIZENSHIP: APPLICATION FOR CONFIRMATION/RETENTION/RENUNCIATION OF SOUTH AFRICAN CITIZENSHIP**

## **Information about Citizenship Applications by the Department of Home Affairs:**

*The South African Citizenship Act, 1995 (Act 88 of 1995) was amended by the South African Citizenship Amendment Act, 2010 (Act No. 17 of 2010) which came into operation on 1 January 2013. It brought in updated requirements in areas of different applications around Citizenship.*

*(Reference: <http://www.dha.gov.za/index.php/civic-services/citizenship>, captured on 21 June 2022)*

## **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 for confirmation of South African citizenship are sent to the Department of Home Affairs electronically. The DHA's relevant officials send us the approval to issue an official letter where the application is successful.
- Applications for retention or renunciation of South African citizenship 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). And then, the applications are forwarded from DIRCO to the HQ of the Department of Home Affairs to process. The DHA's officials in 'Citizenship Section' issue a certificate (or a letter) where the application is successful.
- **RETENTION OF CITIZENSHIP:** Any South African citizen who is 18 years and above and intends to acquire foreign citizenship without losing his/her South African citizenship, must apply to be exempted from losing his/her SA citizenship (retain SA citizenship) before acquiring the foreign citizenship. Acquiring foreign citizenship without applying for retention will result in an automatic loss of your South African citizenship. You cannot apply for retention after acquiring foreign citizenship.
- **RENUNCIATION OF CITIZENSHIP:** You may apply for renunciation of citizenship to be ceased to be a South African citizen. Any documents which you may possess indicating that you are a South African citizen, e.g. identity document, passport, will be cancelled and returned to the Department of Home Affairs.
- South African civic documents are issued in accordance with your information as they appear in the National Population Register (NPR) at the time of your application to the Department of Home Affairs. Any changes to your personal particulars must be applied for, finalised, and recorded in the NPR before you submit your application to the Embassy. We have no access to the Home Affairs' system to check your personal information recorded in the database.
- If the applicant is under 18 years of age, both of his/her father and mother must be physically present to the South African Embassy in Seoul together with their child. If the parents are divorced, the child shall be accompanied by the parent who has been granted sole custody –proof of sole parental rights and responsibilities issued by the court must be produced to our officials. 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. If a parent cannot be located or refuses to consent, or a dispute concerning consent arises, the matter should be referred to the Children's Court. The Court's decision must be submitted with 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 specimen 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. Also, applications that are not legible shall not be accepted by the Department.
- 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.
- When you visit the Embassy, please submit this check-list AND all the supporting documents (IDs, passports, birth/marriage/death/citizenship certificates, etc.) in ORIGINAL. We will assist with certifying a photocopy of your documents provided that the primary documents are presented to our official in original. The certified copies are done free of charge and we make photocopies of your original document(s) at the Embassy that day. The certified copies will be attached to your application to the Department of Home Affairs.

<b>REQUIREMENTS TO APPLY FOR A LETTER OF CONFIRMATION OF SOUTH AFRICAN CITIZENSHIP</b>		<b>Mark (v)</b>
1	<b>Duly complete BI-529 form (Determination of Citizenship Status):</b> It is the information about the applicant and his/her parents. Please do NOT answer 'N/A' for the questions No. 9, 10, & 11. It is not an answer to any of the questions. For 'B: MARITAL STATUS' part, write the relevant status next to the words Marital Status on the form (e.g. never-married/married/divorced/widowed). The details of your current or former spouse must be completed on the form whether divorced or deceased or widowed. After you complete all the questions, write your e-mail address below the date of your signature in the 2 <sup>nd</sup> page.	
2	<b>Duly completed DHA-9 form (Re-issue/First Application for an Identity Card):</b> A full set of fingerprints will be taken by our official when you visit the Embassy. This is required for the persons 16 years or older, as a part of their citizenship application. You are not applying for a smart ID card with this. The first page of the DHA-9 form is a carbon paper. Do not put any document on top of DHA-9 form. The drawing can be transferred to the second page of the form.	
3	South African identity document	
4	Valid passport	
5	If a dual citizen, valid foreign passport(s) as proof of foreign citizenship. If you had become a dual citizen after 18 years of age, a confirmation letter of retention of South African citizenship issued by the Department of Home Affairs is required in addition.	
6	If a naturalised citizen, South African naturalisation certificate (BI-64E) & permanent residence permit (DHA-802) previously issued to you.	
7	Korean ID or Alien Registration Card (ARC)	
8	The fee is KRW8500 to be paid in cash. Credit cards or debit cards are not accepted. Please bring the exact amount of cash that day. Change is unavailable at the Embassy.	
<b>REQUIREMENTS TO APPLY FOR RETENTION OF SOUTH AFRICAN CITIZENSHIP (CERTIFICATE OF EXEMPTION)</b>		<b>Mark (v)</b>
1	<b>Duly completed BI-1664 form (Application for Retention of South African Citizenship):</b> Applicants must state the reason(s) for waiting to retain your South African Citizenship.	
2	<b>Duly complete BI-529 form (Determination of Citizenship Status):</b> It is the information about the applicant and his/her parents. Please do NOT answer 'N/A' for the questions No. 9, 10, & 11. It is not an answer to any of the questions. For 'B: MARITAL STATUS' part, write the relevant status next to the words Marital Status on the form (e.g. never-married/married/divorced/widowed). The details of your current or former spouse must be completed on the form whether divorced or deceased or widowed. After you complete all the questions, write your e-mail address below the date of your signature in the 2 <sup>nd</sup> page.	
3	South African identity document	
4	Valid passport	
5	South African unabridged birth certificate, where applicable.	
6	South African marriage certificate, where applicable.	
7	If a naturalised citizen, South African naturalisation certificate (BI-64E) & permanent residence permit (DHA-802) previously issued to you.	
8	If a dual citizen, proof of foreign citizenship confirming how and when the citizenship was obtained.	
9	Confirmation letter of retention (or exemption) of South African citizenship, if the foreign citizenship was acquired as a major of age and after 6 October 1995.	
10	Korean ID or Alien Registration Card (ARC)	
11	The fee is KRW28000 to be paid in cash. Credit cards or debit cards are not accepted. Please bring the exact amount of cash that day. Change is unavailable at the Embassy.	
<b>REQUIREMENTS TO APPLY FOR RENUNCIATION OF SOUTH AFRICAN CITIZENSHIP (LETTER OF REGISTRATION OF DECLARATION)</b>		<b>Mark (v)</b>
1	<b>Duly completed BI-246 form (Renunciation of South African Citizenship):</b> Applicants must complete the original form in DUPLICATE.	
2	<b>Duly complete BI-529 form (Determination of Citizenship Status):</b> It is the information about the applicant and his/her parents. Please do NOT answer 'N/A' for the questions No. 9, 10, & 11. It is not an answer to any of the questions. For 'B: MARITAL STATUS' part, write the relevant status next to the words Marital Status on the form (e.g. never-married/married/divorced/widowed). The details of your current or former spouse must be completed on the form whether divorced or deceased or	

	widowed. After you complete all the questions, write your e-mail address below the date of your signature in the 2 <sup>nd</sup> page.	
3	South African identity document	
4	Valid passport	
5	South African unabridged birth certificate	
6	South African marriage certificate, where applicable.	
7	If a naturalised citizen, South African naturalisation certificate (BI-64E) & permanent residence permit (DHA-802) previously issued to you.	
8	If born outside the Republic of South Africa, foreign birth certificate	
9	Proof of foreign citizenship confirming how and when the citizenship was obtained	
10	Confirmation letter of retention (or exemption) of South African citizenship, if the foreign citizenship was acquired as a major of age and after 6 October 1995.	
11	Korean ID or Alien Registration Card (ARC)	

#### **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 a payment receipt for the fee. When you leave the Embassy, please make sure you have all the supporting documents (passports, IDs, birth/marriage/death certificates, proof of citizenship, 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 'Citizenship Section' will process it and issue a certificate (or letter) if the application is successful. The newly issued document will be dispatched from DHA to DIRCO, and from DIRCO to the South African Embassy in Seoul by a diplomatic bag.
- Applications for confirmation of South African citizenship are sent to the Department of Home Affairs electronically. The DHA's relevant officials send us the approval to issue an official letter where the application is successful.
- All information in the application is subject to verification and, if no proof in support thereof has been submitted upon application, i.e. identifications, birth/marriage/death 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 relevant official on behalf of the applicant. It could take another few months for the result.
- Upon receipt of the newly issued certificate (or letter) 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.
- To collect the document at the South African Embassy in Seoul, applicants must bring their valid passport and the payment receipt previously issued to them. When you receive the document, please check if all the information in the certificate or confirmation letter 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)