

SOUTH AFRICAN IDENTITY DOCUMENTS: APPLYING FOR AN IDENTITY DOCUMENT FOR THE FIRST TIME OR RE-ISSUING OF NEW IDENTITY DOCUMENT

Before you apply for a South African identity document, please read the general information about the document by the Department of Home Affairs: <http://www.dha.gov.za/index.php/civic-services/identity-documents>

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. It depends on the HQ of the Department of Home Affairs in Pretoria.
- 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). And then, the applications are forwarded from DIRCO to the HQ of the Department of Home Affairs (DHA). The DHA's officials in 'Identity Section' process the applications, and issue a South African identity document where the application is successful.
- The Department of Home Affairs issues a book-type identity document for the applications submitted from the South African Embassy in Seoul. If you have ever applied for a smart ID card before, you cannot apply for an identity document at the Embassy because it is not allowed to go back to the book type. If you want to apply for a new ID card or replacement of the old ID card (lost, amended surnames or personal details, etc.), you need to submit the application to one of the designated offices of the Department of Home Affairs in the Republic: <http://www.dha.gov.za/index.php/id-smart-card/offices-ready>
- In case of a South African woman who reverted to her maiden name, or changed her surname to her husband's name or double-barrel surname in the marriage register, etc., please submit a written confirmation for the surname which you wish to be printed in the new ID book. South African identity documents are issued in accordance with your names as they appear in the National Population Register (NPR) at the time of your application to the Department. If the surname in your application forms differs from their records, they do NOT process the application and return it to the Embassy.

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.
- 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 assist with certifying a photocopy of your documents provided that the primary documents are presented to our official in original. It will be attached to your application to the Department of Home Affairs. The certified copies are done free of charge and we can make photocopies of your original document(s) at the Embassy that day.

| REQUIREMENTS FOR A SOUTH AFRICAN IDENTITY DOCUMENT (BOOK-TYPE) | | Mark (v) |
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| 1 | Duly completed DHA-9 form (Re-issue/First Application for an Identity Card): Please note that the Department issues a book-type identity document with this form –you are not applying for a smart ID card. A full set of the applicant’s fingerprints will be taken by our official at the Embassy. The first page of this form is a carbon paper. When you complete the original form at the Embassy that day, do not put any document on top of this form. The drawing can be transferred to the second page of the form. | |
| 2 | Duly complete BI-529 form (Determination of Citizenship Status): According to the Department of Home Affairs, this is required for the applicants when applying for any civic document from abroad. It is the information about the applicant and his/her parents. Please don’t answer ‘N/A’ for the questions No. 9 & 10, 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. | |
| 3 | South African passport | |
| 4 | If applying for an identity document for the first time, your South African unabridged birth certificate together with an ID & passport of your parent(s) recorded in your birth certificate. | |
| 5 | South African identity document previously issued to you, where applicable. Applicants cannot go back to the book type identity document if ever applied for a smart ID card before. | |
| 6 | If your ID has been lost or stolen, a police report issued by the local police station. | |
| 7 | If your ID is damaged or invalid for other reasons, please prepare a written explanation in a separate paper. | |
| 8 | 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. | |
| 9 | If a naturalised citizen, a naturalisation certificate (BI-64E) & South African permanent residence permit (DHA-802) previously issued to you. | |
| 10 | If you are a non-SA citizen, valid foreign passport & South African permanent residence permit (DHA-802) | |
| 11 | If your surname has been changed after marriage, your written request confirming the surname to be printed in your new ID book together with a marriage certificate. | |
| 12 | Confirmation letter of alteration of forenames issued by the Department of Home Affairs, where applicable. | |
| 13 | TWO identical photographs in full colour (35mm*45mm) –please write your surname, initials, and South African identity number on the back side of the photos. Write your surname, initials, South African identity number on the back side of the photos. MUST READ ‘Passport and ID Photograph Specifications’: http://www.southafrica-embassy.or.kr/eng/forsa/Passport_ID_PhotoSpecifications.pdf | |
| 14 | Korean ID or Alien Registration Card (ARC) | |
| 15 | The fee is KRW13000 for re-issuance of your identity document. The first-time application is free of charge. The fee must be paid in cash only. Credit cards or debit cards are not accepted. Please bring the exact amount of cash that day. Change is unavailable at the Embassy. | |
| 16 | If you wish to collect the ID book 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 | | |
| <i><u>If you have submitted the application to the South African Embassy in Seoul successfully, please read the information below:</u></i> | | |
| <ul style="list-style-type: none"> If the application is completed at the Embassy, we issue a payment receipt to you. 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, 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 'Identity Section' will process it and issue an ID book where the application is successful. The newly issued identity document 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 and, 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 send it to the DHA's relevant official on behalf of the applicant. It could take another few months for the result.
- Upon receipt of the newly issued ID book 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 identity document at one of the DHA's regional office in the Republic of South Africa. Or, you can arrange that the ID be collected by your family member in RSA. If you wish to change the destination of the ID, 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 identity document after a few months.
- To collect the new ID book 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 ID, please check if all the information in the certificate is correctly issued in accordance with your personal details and image.

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
 E-mail Address : hacc@dha.gov.za