

## **SOUTH AFRICAN TRAVEL DOCUMENTS: PASSPORTS AND EMERGENCY TRAVEL CERTIFICATES (ETC)**

Before you apply for a travel document, please read the general information about the document by the Department of Home Affairs: <http://www.dha.gov.za/index.php/civic-services/travel-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. It is advised to submit the application 12 months before the expiry of your passport currently in use. The Embassy does NOT have any influence to expedite the process.
- 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 to process. The DHA's officials in Passport issue a passport where the application is successful.
- If you need to return to RSA urgently whilst waiting for a tourist passport to be issued by the Department of Home Affairs, you may apply for an emergency travel certificate (ETC) at the South African Embassy in Seoul. The applications are electronically sent to the Department of Home Affairs and assessed by the relevant officials in the Department. Upon receipt of their approval, the Embassy issues an ETC manually. It takes 2-3 weeks in general cases. Please note that the ETC facilitates single journey from Korea to RSA only. It is valid for two weeks from the date issued by the Embassy, and your flight details in the certificate cannot be changed once issued. The travellers must check with each of the State's immigration authority if they are allowed to transit through with the emergency travel certificate issued to them.
- 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 passport. Passports 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 of Home Affairs. If the surname in your application forms differs from their records, they do NOT process the application and return it to the Embassy.
- In terms of Section 26B of the South African Citizenship Act, 1995, as amended it is an offence for a major South African citizen to leave or enter RSA on a foreign passport.
- In the event that the applicant (baby) does not have a South African identity number, you must apply for birth registration of the applicant together with his/her passport.
- 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. The applicant (child) together with his/her parents should be in attendance when the application is submitted to the Embassy and sign all the forms. If a parent cannot be in attendance, a letter of consent and copy of ID will no longer be accepted. 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 Consul. 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 for the passport.

### **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. Questions that don't apply may be completed with 'N/A'. If answers to certain questions are not known, mark as '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 assist with certifying a photocopy of your documents provided that the primary documents are presented to our officials 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.

REQUIREMENTS FOR A SOUTH AFRICAN PASSPORT/EMERGENCY TRAVEL CERTIFICATE (ETC)		Mark (v)
1	<p><b>Duly completed BI-73/DHA-73 form (Application for a South African passport or travel document):</b></p> <ul style="list-style-type: none"> <li>– <b>A. PARTICULARS OF APPLICANT:</b> Write your current address in Korea or RSA for 'Postal Address';</li> <li>– <b>B. FOR OFFICIAL USE ONLY:</b> Do NOT complete in this part. It is for the Embassy Officials.</li> <li>– <b>SIGNATURE OF APPLICANT:</b> Please sign inside the box. Do NOT touch lines when you sign at the Embassy.</li> <li>– <b>C. CERTIFICATE OF CONSENT BY BOTH PARENTS OR GUARDIAN FOR A MINOR:</b> This is required to be completed by both parents of the passport applicant if the applicant has not yet attained the age of 18 years at the time of the application to the Embassy.</li> <li>– <b>D. CITIZENSHIP:</b> (a) This is the information about your citizenship other than RSA; (b) This is the information about your passport(s) currently in use. Please tick 'YES/NO' and write the issued dated of your existing passport and the passport number.</li> <li>– <b>E. DECLARATION:</b> To be completed by the applicant (or his/her South African parent).</li> <li>– <b>APPLICATION FOR OFFICIAL PASSPORT (UNDERTAKING):</b> Do NOT complete when applying for a regular/maxi/child tourist passport.</li> <li>– <b>MOTIVATION FOR TEMPORARY/EMERGENCY PASSPORT:</b> To be completed when applying for an emergency travel certificate (ETC) only.</li> </ul>	
2	<p><b>Duly completed BI-529/DHA-529 form (Determination of Citizenship Status):</b> According to the Department of Home Affairs, this is required for the applicants when applying for any civic document from abroad. They need the information about the applicant and his/her parents. Please don't answer 'N/A (Not Applicable)' for the questions No. 9 &amp; 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.</p>	
3	<p><b>Duly completed DHA-9 form (Re-issue/First Application for an Identity Card):</b> This is required for the persons 16 years or older, as a part of their passport application –you are not applying for a smart ID card with this. A full set of fingerprints will be taken by our official when you visit the Embassy. 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.</p>	
4	<p><b>Duly completed BI-335E form (Declaration regarding the loss/damaging/theft of a passport):</b> If you have lost your passport or it has been stolen and you are applying for a new passport, please complete this form and provide confirmation that you reported it to the police.</p>	
5	<p>Recent identical colour photographs (35mm*45mm): THREE photos for an adult passport, TWO photos for a child passport, FOUR photos for an ETC. Please write your surname, initials, South African ID No. (if no identity number for the new-born baby, you can write the date of birth) on the back side of the photos. READ 'Passport and ID Photograph Specifications' by the Department: <a href="http://www.southafrica-embassy.or.kr/eng/forsa/Passport_ID_PhotoSpecifications.pdf">http://www.southafrica-embassy.or.kr/eng/forsa/Passport_ID_PhotoSpecifications.pdf</a></p>	
6	South African passport	
7	If your passport is lost or stolen, a report issued by the local police station (분실신고서, 도난사실확인원 등)	

8	If the passport is damaged, expired or invalid for other reasons, a written explanation in a separate paper.	
9	South African identity document, if the applicant is 16 years of age or older.	
10	If a naturalised citizen, a naturalisation certificate (BI-64E) & permanent residence permit (DHA-802)	
11	If a dual citizen, valid foreign passport(s) as proof of your 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.	
12	If your surname has been changed after marriage, your written request confirming the surname to be printed in your new passport together with a marriage certificate.	
13	Confirmation letter of alteration of forenames issued by the Department, where applicable.	
14	If under 18 years of age, South African unabridged birth certificate confirming your parental information & the parents' South African identity documents and passports (a foreign passport, if non-SA citizen)	
15	If under 18 years of age, one of the following documents with regard to the parents: <ul style="list-style-type: none"> <li>- Marriage certificate of the parents, if married.</li> <li>- Proof of sole custody of the parent, where applicable.</li> <li>- Death certificate of the parent, where applicable.</li> </ul>	
16	If applying for an ETC, the confirmed reservation of your flight itinerary from Korea to RSA.	
17	Korean ID or Alien Registration Card (ARC)	
18	The passport fee is, KRW95000 for a child passport or regular passport (32 pages), KRW190000 for a maxi passport (48 pages). An emergency travel certificate is KRW13000. Applications to replace lost, stolen or damaged passports will be double the normal fee if the incident was as a result of the passport/travel document owner's negligence. The fee must be paid in cash only. Change is unavailable at the Embassy. Please prepare the exact amount of cash.	

#### **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 and acknowledgement of receipt of your application (Form No. DHA-998) 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 'Passport Section' will process it and issue a passport if the application is successful. The newly issued passport 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 passport 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.
- As of 10 August 2022, third party collections is prohibited by the Department of Home Affairs. It is now required that applicants should collect their travel documents/passports themselves. Third party collections should be permitted

only in the case of a travel document/passport that belong to a minor child, in which case only the parent should collect such document on behalf of his/her child.

- To collect the new passport at the South African Embassy in Seoul, applicants must bring the old passport and the DHA-998 form previously issued to them. When you receive the new passport, please check if all the information in the new passport is correctly issued in accordance with your personal details and image. As per your confirmation, the old passport will be cancelled and returned to you.

**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 a new passport or emergency travel certificate) are required to report changes in Alien Registration Matters, including his/her new passport number, date of issue, expiry date, 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>