



# home affairs

Department:  
Home Affairs  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HOME AFFAIRS:

HEAD OFFICE  
PROVINCIAL OFFICES  
DOMESTIC OFFICES  
FOREIGN OFFICES

## PASSPORT CONTROL INSTRUCTION NO 2 OF 2015

### SUBJECT: ISSUANCE OF UNABRIDGED CERTIFICATES TO HOLDERS OF CHILD PASSPORTS

As a follow-up to Passport Control Instruction No 1 of 2015 circulated on 5 May 2015, read with Immigration Directive No 9 of 2015 circulated on 28 May 2015, the following process is prescribed for the issuing of unabridged birth certificates in respect of children who will be undertaking foreign travelling:

#### Application for Unabridged Birth Certificate (UBC) for passport purposes:

Receipts in respect of passport applications for children below 18 years of age where an unabridged certificate/s is required should be scanned by offices and directed to [aaron.jamodumo@dha.gov.za](mailto:aaron.jamodumo@dha.gov.za) and [mmabatho.motau@dha.gov.za](mailto:mmabatho.motau@dha.gov.za). Offices are requested to ensure that the ID number of the client/s are clearly endorsed on the receipts as this ID number will be used to fast track the UBC application/s.

#### Pending UBC applications at head office

For purposes of mopping up all UBC applications, Provinces are requested to forward lists of <sup>1</sup>long outstanding UBC applications for passport purposes to the following e-mail addresses:

Provinces	Provinces	Provinces
<ul style="list-style-type: none"> <li>• Gauteng</li> <li>• North West</li> <li>• Limpopo</li> </ul>	<ul style="list-style-type: none"> <li>• Kwa-Zulu Natal</li> <li>• Northern Cape</li> <li>• Mpumalanga</li> </ul>	<ul style="list-style-type: none"> <li>• Eastern Cape</li> <li>• Free State</li> <li>• Western Cape</li> </ul>
<a href="mailto:jothannes.thoka@dha.gov.za">jothannes.thoka@dha.gov.za</a>	<a href="mailto:elisa.shubane@dha.gov.za">elisa.shubane@dha.gov.za</a>	<a href="mailto:charlene.vanniekork@dha.gov.za">charlene.vanniekork@dha.gov.za</a>

These lists will guide the Directorate: Births, Marriages & Deaths in terms of priority cases that must be finalized urgently. It is recommended that the Provincial Coordinators or designated official; **send ONE consolidated list ONCE weekly (by close of business every Friday)**, to the above officials.

#### Prescribed template for letter as alternative to UBC certificate

Attached hereto, please find a soft and hard copy of the approved template that should be used for issuance of a letter to confirm parental details. A letter may be issued under the following circumstances:

1. A child must travel for emergency purposes and insufficient time is available to apply for a UBC. Emergencies, in this instance, are limited to circumstances where either the child traveller or alternatively the accompanying adult has a life threatening condition and travelling is related to medical treatment. Proof of the life threatening circumstances must be provided in the form of medical documentation.

<sup>1</sup> Long outstanding relates to applications 3 weeks or older.



2. In cases where a family must travel for burial purposes, a copy of a death certificate must be provided by the applicant.
3. If an application for an unabridged birth certificate was lodged no less than eight (8) weeks prior to the departure date and within this period:
  - the head office UBC team has affected F170 on the Certificate-via-Terminal (CVT) system that no record can be traced of the original birth register (DHA-24).
  - Front offices verified through the use of F122 that F170 has indeed been effected and the client has submitted new DHA-24 and DHA-288 forms.
4. If no new DHA-24 and DHA-288 forms were submitted, officials should:
  - prompt the accompanying parents to complete a new DHA-24 and DHA-288 form.
  - use for the details provided on these forms for verification against NPR before a letter is issued.
  - Forward the newly completed DHA-24 together with the DHA-288 to head office, (the newly for record purposes)
5. If the applicants have provided proof to the satisfaction of the relevant Head of Office as delegated by the Director-General that travelling is urgent and cannot be avoided and is in best interest of the child or accompanying parent (this expressly excludes vacations that could have been arranged well in advance).

**Delegation for approval of the letters as replacement of unabridged birth certificates**

Letters must be undersigned by Heads of Office (or acting Head of Office where applicable). Proof of all documentation should be retained by the relevant Head of Officer for a period not shorter than the validity of the passport holder's passport. Such proof may be required for verification by Ports of Entry.

**Additional requirements for issuance of letters**

All letters issued should contain the following information of the relevant Head of Office who approved: (1) Full Names, (2) Surname, (3) PERSAL Number, (4) Rank, (5) official / private cellular number, (6) E-mail address. NOTE: Un-signed letters are not valid.

**Distribution of circulars**

In conclusion, it is requested that all provincial offices should co-ordinate the distribution of the following circulars to all offices and Ports of Entry under your jurisdiction:

- Passport Control Instruction 1 of 2015
- Immigration Directive 9 of 2015
- Passport Control Instruction 2 of 2015

Your co-operation in this regard will be greatly appreciated, please.

Kind regards.



Enquiries: [Issuer of letter], Tel: ( ) ; Cell: ; Email: [Issuer]; Our ref: [Application Ref No on payment receipt]

To: [Requester of letter]

Dear Sir/Madam

**EQUIVALENT DOCUMENT IN LIEU OF UNABRIDGED BIRTH CERTIFICATE:**

**[NAMES OF CHILD: ; IDENTITY NUMBER: ]**

1. Your application dated [insert date] refers.
2. Application was first lodged on [insert date] reference no [insert request no reflecting on F120].
3. This serves to confirm that the parent(s) or legal guardian(s), [name of parent(s) or legal guardian(s) and identity number(s)], of [name and identity of child], has/have applied for an unabridged birth certificate on the above-mentioned date and reference number at [name of
4. In view of the above, you are requested to present this letter to an immigration officer at the port of entry upon entering and departing the Republic of South Africa with the above-named child.
6. This letter is valid for [insert period of the duration of the trip being undertaken].
6. Should you have any enquiries, please contact the responsible official at the above-mentioned contact numbers.

Kind regards

[Name of Head of Office]  
p.p. DIRECTOR-GENERAL  
DATE:

For Official Use Only:

I [insert name of head of office], Persal number: [insert persal number] confirm that I have personally verified the particulars of the above-mentioned child and parent(s) or legal guardian(s) against the NPR and contacted Head Office as to the status of the application and accuracy of the details.

