

# DHA Birth Certificate Application Form

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**Please Note:** Embassy Services (Pty) Ltd is a private company and not a government department or High Court issuing body or specifically associated with the DHA or DIRCO. We provide consulting, submission and collection services, and charge for our expertise and for successfully and quickly obtaining and legalising documents.

## Instructions:

1. Please email us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za) or call or whatsapp us on +27 10 500 5320 if you need assistance with these forms.
2. Please fill out all of the pages of this form on your computer or with **black pen**.
3. Sign, scan and email it to us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za), along with a copy of your **SA ID** or **Passport**
4. We will check the form and confirm receipt and send you an invoice.
5. Once we receive payment we will submit your application to Home Affairs the next day and confirm submission with you.
6. We follow up and ensure that everything is being processed and once Home Affairs has completed the process we collect it the following business day.
7. We send you a high resolution scan of the letter to ensure that all the details are correct and for your peace of mind.
8. Once you have confirmed that all details are correct we send it for apostilling (if you have ordered that option), or courier it directly to you. Local courier takes 1 business day, worldwide courier takes 4-5 days.

## Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

## Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

## Section 3: Order Details (Please see [our website](#) for current prices)

(please tick all that apply)



### Unabridged Birth Certificate

An Unabridged Birth Certificate is a computer printed birth certificate issued by Home Affairs that contains the full details of the individual as well as that of their parents or legal guardians, including their places of birth

or



### Vault Birth Certificate

A Vault Birth certificate is a stamped and signed Home Affairs document. It's a certified copy of the original birth register that was completed by the parents when the individual was born

*This type of certificate is most often required when applying for British or Portuguese Citizenship, and also for some other citizenships and passports*

## Section 4: Do you need an Apostille attached to this certificate?



### DIRCO Hague Convention Apostille

An apostille is a certificate that confirms the authenticity of your Birth.

*This verifies that the document is legitimate and can be recognized in a foreign country that is a member of the Hague Apostille Convention.*

What country is this apostille intended for?

## Section 5: Filling out the DHA-154 form on the next page

**IMPORTANT:** We need a modern 13 digit ID number for the applicant. If you do not know your ID number please contact us. We cannot process the application at all without an ID number.

**Note:** The birth entry number field is obsolete - you can leave it blank

Complete in black pen with block letters

Please complete sections A,B,C and D as completely as possible and sign the form

### A: PARTICULARS OF PERSON

- This is the person that the certificate is being applied for.
- We need an ID Number. Please see the note above
- The birth entry number field is obsolete - you can leave it blank

### B: PARTICULARS OF FATHER/PARENT A

- Please complete as fully as possible
- Where you do not know the information, please leave blank and don't guess

### C: PARTICULARS OF MOTHER/PARENT B

- Please complete as fully as possible
- Where you do not know the information, please leave blank and don't guess

### D: PARTICULARS OF APPLICANT

- This must be completed by the person applying for the certificate, even if it's the same person as in section A
- If your address is not in South Africa please just try to fit your details in as best you can.
- You can just tick "other" and write "self" for relationship to person involved if you are the same person in A & D.
- Please sign the form.



## Section 6: Limited Power of Attorney

### Between the Principal:

Name

### And

Embassy Services (Pty) Ltd. Incorporated under the laws of South Africa and situated at 2202 Red Ivory Lane, 50 Avalon Road, Modderfontein, Edenvale, 1609, South Africa.

### Appointment of Agent

The Principal appoints Embassy Services (Pty) Ltd as his/her representative to apply for documents from the Department of Home Affairs and optionally an apostille from DIRCO to accompany the document. The Agent is granted full power and authority to act on the Principal's behalf for this purpose.

### Extent of Authority

The Agent is granted the following powers:

1. **General Authority:** To perform any act or duty necessary for procuring documentation from the Department of Home Affairs and the Department of International Relations and Cooperation.
2. **Collection Authority:** To procure, request, collect, and receive all certificates and documents, and to execute all necessary endorsements, apostilles, releases, and receipts.
3. **Employment of Professionals:** To employ and compensate agents, accountants, attorneys, and other professionals as needed.

The Agent is authorized to perform all acts as fully as the Principal could if personally present, with full power of substitution or revocation, ratifying all lawful actions performed by the Agent under this power of attorney.

The Principal understands that all timelines are provided as guidelines and and accepts the Embassy Services terms and conditions at <https://embassyservices.co.za/terms-and-conditions/>.

Signed at

Date

Your Signature

Our Signature