

# DHA Marriage Certificate Application Form

Version 1.2 26/7/24

**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**, as well as a copy of your **BI-30** or **DHA-30** marriage register if you have it
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)

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Address			
Town		State/Province	
Country		Postal Code	

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



### Unabridged Marriage Certificate

An Unabridged Marriage Certificate is a computer printed birth certificate issued by Home Affairs that contains the full details of the married couple as well as the details of the time and place of their marriage as well as the marriage officer.

## 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 4: Do you have a copy of your BI-30 or DHA-30 marriage Register (see next page for details)?

**Yes**

Please include a copy of this register with this application, please include both pages if you are sending the DHA-30. We can guarantee that we will get this certificate if you provide the register

**No**

If you do not have a copy of the marriage register there is a possibility that a marriage certificate will not be able to be issued. We offer a refund less an administration fee if this is the case

## What is a Marriage Register?

The marriage register, which is also known as a BI-30 or DHA-30 (the name of the Home Affairs form that it consists of) is a document that you and your partner and marriage officer and witnesses sign on your wedding day. The marriage officer is responsible for providing you with a free copy of this form. The marriage officer submits their book containing all evidence of the marriages they officiate to the Department of Home Affairs when it is full. .

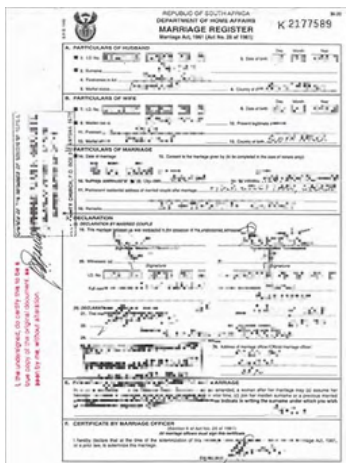
The marriage archives at Home Affairs have not been managed properly, especially since 2000, and in a lot of cases the original Marriage registry books were never properly filed there. In order to guarantee that the unabridged marriage certificate can be reissued we need to supply the BI-30 or DHA-30 from the marriage.

Copies of these books should be kept by the marriage officer or church where the marriage took place, and it is often, though not always, possible to obtain a copy of this document from them, even many years after the marriage took place.

If you do not have the marriage register and we are unable to obtain the marriage certificate we offer a refund less an administration fee. If you do have the register we can guarantee the application.

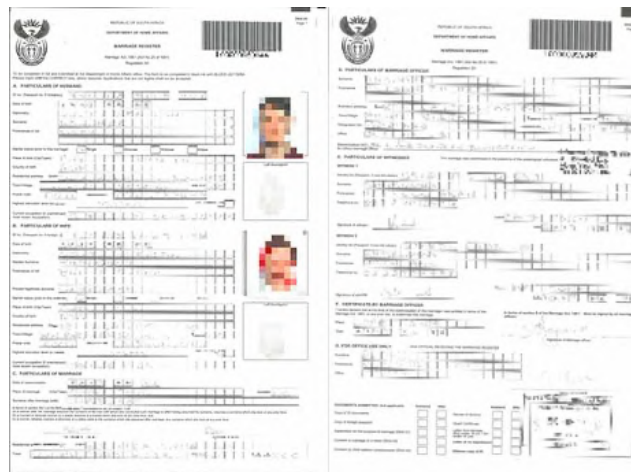
### What is a BI-30?

A BI-30 says "MARRIAGE REGISTER" and has the number BI-30 in the top right hand corner. It normally consists of 1 page but can have 2



### What is a DHA-30?

A DHA-30 says "MARRIAGE REGISTER" and has the number DHA-30 in the top right hand corner. It consists of 2 pages and has the photos and fingerprints of both people on the first page





REPUBLIC OF SOUTH AFRICA  
DEPARTMENT OF HOME AFFAIRS  
**APPLICATION FOR MARRIAGE CERTIFICATE**

(Complete in block letters please)

Indicate in the appropriate square whether an abridged or an unabridged full certificate is required.

**N.B.:** (1) An abridged certificate generally answers to the purpose for which a marriage certificate is required in the Republic of South Africa. An unabridged certificate is mainly issued for overseas purposes.

(2) A vault copy is a certified copy of the original register.

If an unabridged certificate is required, state fully the purpose for which it is required:

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Abridged certificate

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Unabridged certificate

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Vault copy

Full names and surname of husband .....

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Identity number of husband

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Date of birth of husband .....

Full names and maiden name of wife .....

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Identity number of wife

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Date of birth of wife .....

Date of marriage .....

Name of church or magistrate's office .....

Place where marriage took place .....

Name of marriage officer (if married in church) .....

Name of applicant .....

Address of applicant .....

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Postal code ..... Tel. No.: Work .....

Home .....

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*Signature*

Date.....

## 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