

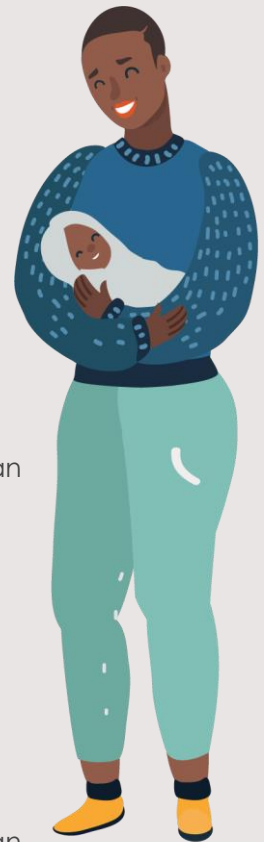


HOW TO...

register your baby's birth

remember:

- It is important to make sure that your baby has a birth certificate
- You can sometimes register your baby at the hospital you give birth in – ask what days Home Affairs is at the hospital to register births
- If you can not register your baby's birth at the hospital, you must **register your baby within 30 days of birth at Home Affairs**
- All babies have a right to a birth certificate, even if you are not South African
- The Road to Health book is not proof of identity



how to register your baby at the department of home affairs (dha):

- Only the person legally responsible for the baby can register the baby
- Fill in the BI-24 form (in black ink only) that you collect from the DHA (you can collect it, fill it in & submit it on the same day if you wish or take it home to fill in & return another day)
- Take the ID of mom and dad
- Take a copy of your marriage certificate (if applicable)
- If you are married, register the baby with the surname of the father
- If you are not married, register the baby with the surname of the mother
- You can register the baby with the father's surname only if the biological father provides acknowledgement that he is the father of the baby, and if both the father and mother consent to the baby being registered with the father's surname in the presence of a Home Affairs official
- Once the child's birth has been registered, an unabridged birth certificate is issued free of charge, usually 1 – 2 days after the registration application has been submitted. This contains information of the father, mother, and their ID numbers – sometimes it is called "birth certificate" but it is the same thing
- Registering your baby's birth does not cost – it is free!

Undocumented Foreign Nationals who are born in South Africa are issued with a certificate free of charge on registration of their births.

getting copies of birth certificates:

- All South African citizens, whether inside South Africa or not, and persons who are not South African but live inside South Africa are allowed to request a copy of their child's birth certificate
- Complete Form BI-154 and submit it to the nearest office of the Department of Home Affairs if you are in South Africa, or the nearest South African embassy, mission or consulate if you are overseas
- A fee is required

late registration of a birth

If a child's birth is not registered within 30 days, it is considered a late registration of birth. Births reported after 30 days have additional requirements. These types of registration of births are divided into three main categories:

- 31 Days up to One Year
- One Year up to Seven Years
- Seven Years and Above

31 days up to one year late

Apply at designated offices with the following requirements:

- DHA 24/LRB (notice of birth)
- Children born at a health facility: DHA 24/PB (Proof of birth)
- Children born at home: DHA 24PBA (Proof of Birth Affidavit)
- DHA 288 /A (Affidavit giving reasons for Late Registration of Birth)
- Biometrics (palm, foot or fingerprint) of the child to be registered
- Fingerprints of parent/s
- ID/Passport of parent/s

one year up to seven years late

Apply at designated offices with the following requirements:

- DHA 24/LRB (notice of birth)
- Children born at a health facility: DHA 24/PB (Proof of birth)
- Children born at home: DHA 24PBA (Proof of Birth Affidavit)
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- Fingerprints of parent/s
- ID/Passport of parent/s

seven years and above late

Apply at designated offices with the following requirements:

- DHA 24/LRB (notice of birth)
- Children born at a health facility: DHA 24/PB (Proof of birth)
- Children born at home: DHA 24PBA (Proof of Birth Affidavit)
- DHA 288/A (Affidavit giving reasons for Late Registration of Birth)
- DHA 288
- Biometrics (ID-size photo and fingerprint) of the person to be registered
- Fingerprints of parent/s
- ID/Passport of parent/s