



International Passports

You have to apply at your local South African Embassy or High Consul.

Tip 1 - How to get application to SA faster:

You arrange with a courier company to send a member to meet you and a Embassy Official (who you have made arrangements with) at a certain date and time at the Embassy.

You do all the paper work and submit to this official, he then accepts, does his part and hand it over to the courier person to courier on your cost to South Africa.

The application must be couriered to:

**The Department Home Affairs
Hallmark Building
230 Johannes Ramokhoase Street
Pretoria
South Africa
2000**

Tip 2 - Redirecting the passport:

During this application you must submit a written request that your passport/s be sent to the following address after completion. You have to write/type this letter and submit to the official.

**The Department Homes Affairs
BYRON PLACE
Passport Collection Section
320 Sophie de Bruyn Street
Pretoria
South Africa
0002**

DISCLAIMER

The Government department involved in the processing of your application has full control over the time frames involved in finalizing your respective applications. The timeframes indicated to you by our consultants and on our website are guidelines. Ask Chris cannot be held liable and a refund will not be provided if a case steps over the estimated time frames or if the application for a document through a third-party prolongs the submission process in any way.



International Passports (Continued)

We will require the following from you:

- A copy of your ID or Passport.
- A copy of the receipt from the embassy or the receipt number if available.
- The date and Office the application was made.
- An authorization letter instructing us to collect said passport on your behalf. I will supply a template of said.
- Your signature must appear on this letter as they compare it for identification purposes.
- Some proof that you reside outside of SA is required. Proof of residence, drivers permit, etc. will suffice.

The cost is R4950 per passport and R750.00 for the courier to the recipient.

These prices are valid for 30 days only.

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International Passports (Continued)

Please obtain the email address of the person that can assist with this at this time as you will need to email them later. We will use this later.

The application normally gets sent to SA Home Affairs and takes roughly 4 weeks to arrive in South Africa by normal diplomatic bag.

Be certain to ask the Officials how long the process will take from start until they get the passport back issued to you as this will determine to you how we have assisted in expediting the process.

Home Affairs first do an "determination of Citizenship" at the "Status Determination Section" to make sure the client is eligible for a passport. This takes a while before they start with the capturing of the information for the issuing of a passport.

We can expedite this process and collect the passport. We will require your ID number to be able to do so.

We assist you as client as follows:

We track and trace your application after it has been captured only. We then expedite the whole process.

We then arrange for the passport to be forwarded to one of the Offices in Pretoria where we collect and then courier to.

Unfortunately the officials in Pretoria now insists that an instruction must be sent from your local Embassy or High Consul before they will redirect the passport. We therefore require that you email the embassy or High Consul to arrange for the redirection instruction to be sent to South Africa. This must only happen after the application has been captured in South Africa otherwise it will confuse the system.

I will supply an example of said letter you can use.

The mail can be directed to the email you obtained as requested above or an address I will supply you.

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