

Applicants Particulars (feb2017) **Please Print or Type**

Surname: _____ Full Names: _____

ID No: _____ Email: _____

Cell: _____ Tel No: (H) _____ (W) _____

Courier Address: Please print carefully and give all relevant information

Transaction Details (Give detailed description) check against invoice if interpreted correctly:

	Surname	Full Names	Request
1			
2			
3			
4			
5			
6			

Documents needed per application. See 2nd page

Special Instructions and Information

I the undersigned acknowledge that I have read and accepted the Terms, Conditions, Fees and undertake to pay the relevant fees on receipt of the invoice.

Signed here on the _____ day of _____ 20_____

Initials and surname _____ Signature _____

VERY IMPORTANT: This page must be signed for order to commence.

Documents needed and Transaction Instructions

Home Affairs Documents

	Transaction	Documents Needed	Estimated Lead Time
1	Birth Certificates	Application Form plus Bi 24/1 plus BI 288	10 to 20 work days
2	Marriage Certificates for Marriages up to 2000	Application Form	10 to 20 work days
3	Marriage Certificates for Marriages from 2000	Application Form plus handwritten DHA 30 see notes note 1	10 to 20 work days
4	Death Certificates	Application Form	10 to 20 work days
5	Letter of No Impediment	Application form and copy of ID	10 to 20 work days

Notes:

1. For all marriage certificates from 2000 a handwritten BI30 is needed. This document is a A4 size and consists of a form completed and signed by the couple, witnesses and marriage officer. Sometimes photos of the couple is affixed to the form. The marriage officer hands in the original to register the marriage and. Copy of this form is needed.
2. Download the application forms
3. Complete and email to us.

Police Clearance Certificate

	Transaction	Documents Needed	Estimated Lead Time
1	Police Clearance certificate	Fingerprints plus clear copy ID or Passport	10 to 20 work days
2	Expungement Criminal Record	Application Form plus Police Clearance	4 to 6 months

Notes:

1. Obtain fingerprints from SAPS in South Africa or from authorised finger print taker abroad.
2. Download the application forms
3. If fingerprints were taken from outside of SA first scan the prints to us because maybe we can use them.
4. Courier the original finger prints to us.