



SP DOCUMENT TRADE

PRIVATE DOCUMENT FACILITATION &
SUBMISSION SUPPORT



UNABRIDGED BIRTH CERTIFICATE

APPLICATION PACK

Professional Client Application



PRIVATE DOCUMENT FACILITATION SERVICE

We assist with the preparation, submission, collection and courier of official South African documents.

WE ARE NOT AFFILIATED WITH:



Department of Home Affairs



DIRCO



South African Government



PROFESSIONAL SUPPORT

Expert assistance
throughout the
entire process



SAFE & CONFIDENTIAL

Your information
is handled with
the utmost care



EFFICIENT SERVICE

Fast, reliable and
transparent
processing



NATIONWIDE & INTERNATIONAL

Courier delivery
to your door,
anywhere in the
world



DEDICATED SUPPORT

We are here to
help whenever
you need us

Your Documents. Our Priority. Your Peace of Mind.



SP DOCUMENT TRADE (PTY) LTD

PRIVATE DOCUMENT FACILITATION & SUBMISSION SUPPORT

UNABRIDGED BIRTH CERTIFICATE APPLICATION FORM



PROFESSIONAL SERVICE



FAST & RELIABLE



NATIONWIDE & INTERNATIONAL



SAFE & CONFIDENTIAL

SP Document Trade (Pty) Ltd is a private document facilitation company. We are not affiliated with the Department of Home Affairs, DIRCO or any government department. Our service includes assisting clients with the preparation, submission, collection and delivery of official documents. Our fees cover administration, document handling, follow-ups and support throughout the application process.

Before You Begin

Please complete the application carefully and include a completed application form, a clear copy of your South African ID or Passport, any supporting documents requested, and proof of payment once your order has been confirmed.

How Our Process Works

1. Complete the application form.
2. Email the completed form with your ID or passport copy.
3. We review your documents and contact you if anything is outstanding.
4. We issue your invoice.
5. After payment we submit your application.
6. We monitor progress and keep you informed.
7. We collect your completed certificate.
8. If requested we arrange Apostille authentication and courier your documents.

Applicant Information

Full Name, ID Number, Email, Mobile Number, Residential Address, Country and Postal Code. **Delivery Address**

Complete only if different from your residential address.

Certificate Required

- Unabridged Birth Certificate
- Vault Birth Certificate

Apostille Service

Select whether you require a DIRCO Apostille and specify the destination country.

DHA-154 Instructions

Complete the form in black ink using BLOCK LETTERS. A valid 13-digit South African ID number is required. Leave unknown fields blank and sign the application.

Limited Power of Attorney

I appoint SP Document Trade (Pty) Ltd to act as my authorised representative for the submission, collection and administration of my application with the Department of Home Affairs and, where requested, DIRCO. I understand processing times are estimates only.



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1 APPLICANT INFORMATION

Full Names

Surname

ID Number

Passport Number (if applicable)

Nationality

Date of Birth

Email Address

Mobile Number

Alternative Contact Number

RESIDENTIAL ADDRESS

Address Line 1

Address Line 2

Town / City

Province

Postal Code

Country

4 REQUIRED DOCUMENTS CHECKLIST

Please include the following documents with your application:

- ☐ Clear Copy of Your South African ID or Passport (Not older than 3 months)
- ☐ Completed DHA-154 Application Form (All sections A, B, C & D completed and signed)
- ☐ Completed This Application Form
- ☐ Proof of Payment (EFT / Bank Deposit / Card)
- ☐ Supporting Documents (if applicable) (e.g. previous documents, court orders, etc.)

5 OUR PROCESS - HOW IT WORKS



6 DECLARATION & AUTHORISATION

I declare that all information provided in this application is true and correct.

I hereby authorise SP Document Trade (Pty) Ltd to act on my behalf to prepare, submit, follow up, collect and, where requested, obtain Apostille authentication for my documents from the relevant South African government departments.

I understand that SP Document Trade (Pty) Ltd is a private facilitation company and that processing times are dependent on the relevant government departments.

Full Name

Signature Date

2 COURIER DELIVERY ADDRESS (If different from residential address)

Recipient Name

Address Line 1

Address Line 2

Town / City

Province

Postal Code

Country

Courier Telephone / Mobile



Please ensure someone will be available to receive the courier at the delivery address.

3 SERVICES REQUIRED

Please tick the services you require:

- ☐ **UNABRIDGED BIRTH CERTIFICATE**
A computer-generated certificate issued by the Department of Home Affairs containing the applicant's complete birth information.
- ☐ **VAULT BIRTH CERTIFICATE**
A certified copy of the original handwritten birth register held by Home Affairs. Often required for citizenship applications and certain foreign authorities.
- ☐ **DIRCO APOSTILLE**
Authentication of the document for international use under the Hague Apostille Convention.
Country where the document will be used:

- ☐ **LOCAL COURIER** (Within South Africa)
- ☐ **INTERNATIONAL COURIER** (Worldwide Delivery)

ADDITIONAL NOTES / SPECIAL INSTRUCTIONS

7 OFFICE USE ONLY

Date Received:

Reference Number:

Documents Received:

Verified By: Date:

Invoice Number: Amount:

Payment Received: ☐ Yes ☐ No Date:



APPLICATION FOR BIRTH CERTIFICATE

[Births and Deaths Registration Act 51 of 1992]

To be completed in full and submitted at the Department of Home Affairs' office or to a South African embassy or consulate. The form to be completed in black ink with **BLOCK LETTERS**. Please mark with ☐ the CORRECT box, where required. Applications that are not legible shall not be accepted.

Please select below which certificate is required:

Unabridged Certificate ☐

Certified copy of Birth Register (vault copy) ☐

Abridged Certificate ☐

Handwritten abridged certificate ☐

Please provide reasons for applying for this certificate [compulsory in terms of Section 29 (2) 9 (b) of the Act]:

A. PARTICULARS OF PERSON

Identity number				Birth entry number	
Date of Birth	Y Y Y Y	M M M M M M M M	D D	(write month in full)	
Surname					
Previous/Maiden surname					
Forenames (in full)					
Place of birth: City/Town					
District/Province of Birth					
	Country of Birth				

B. PARTICULARS OF FATHER/ PARENT A

Identity number			
Surname			
Previous/Maiden surname			
Forenames (in full)			
Place of birth: City/Town			
District/Province of Birth			
	Country of Birth		

C. PARTICULARS OF MOTHER/ PARENT B

Identity number			
Surname			
Previous/Maiden surname			
Forenames (in full)			
Place of birth: City/Town			
District/Province of Birth			
	Country of Birth		

D. PARTICULARS OF APPLICANT

Identity number			
Surname			
Forenames (in full)			
Residential address: Street			
Town/Village			
District/Province			Postal code
Telephone no., incl. area code		Cell phone no.	
Relationship to the person concerned:	☐ Father/Parent A ☐ Mother/Parent B ☐ Legal guardian		
	☐ Social Worker or Authority officer, provide case number:		
	☐ Other, please specify		

I, _____ (the applicant), hereby declare under oath that the information submitted is to the best of my knowledge and belief true and correct in case it is not true, I shall be guilty of an offence and on conviction liable to a fine or imprisonment for a period not exceeding five years or to both such fine and such imprisonment (Section 31(1)(b) of Act 51 of 1992)

Signature of Applicant: _____

Date: Y Y Y Y M M D D

E. FOR OFFICIAL USE ONLY

APPLICATION RECEIVED BY:

Identity Number			
Surname			
Forenames in full			
Persal No.			
Date	Y Y Y Y	M M	D D

Signature _____

DOCUMENTS SUBMITTED: PLEASE TICK ☒

- ☐ Original ID document of applicant was presented
☐ Power of Attorney
☐ Payment received, if applicable

Office stamp - OFFICE OF ORIGIN