

PROFESSIONAL. EFFICIENT. TRUSTED.



UNABRIDGED VAULT OR ABRIDGED 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



PLEASE NOTE:

Turnaround times are subject to DHA processing times and public holidays.





SP DOCUMENT TRADE (PTY) LTD

PRIVATE DOCUMENT FACILITATION & SUBMISSION SUPPORT



- +27 61 536 4812
- info@sp-documents.co.za
- www.sp-documents.co.za

All Prices in ZAR

PRICE LIST - ABRIDGED BIRTH	
TURNAROUND TIME	PRICE
3 - 5 WORKDAYS	R2000.00

PRICE LIST - UNABRIDGED BIRTH CERTIFICATE		All Prices in ZAR
TURNAROUND TIME	PRICE	
7 WORKDAYS	R 3 800.00	
14 WORKDAYS	R 3 500.00	
21 WORKDAYS	R 3 000.00	

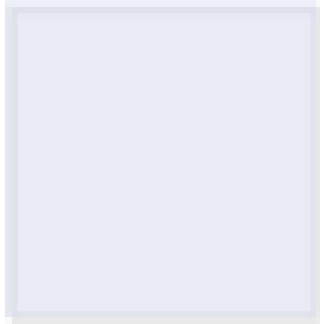
PRICE LIST - VAULT BIRTH - COPY		All Prices in ZAR
TURNAROUND TIME	PRICE	
21 - 31 WORKDAYS	R3000.00	

(PLEASE TICK ALL THAT APPLY)



Unabridged Birth Certificate

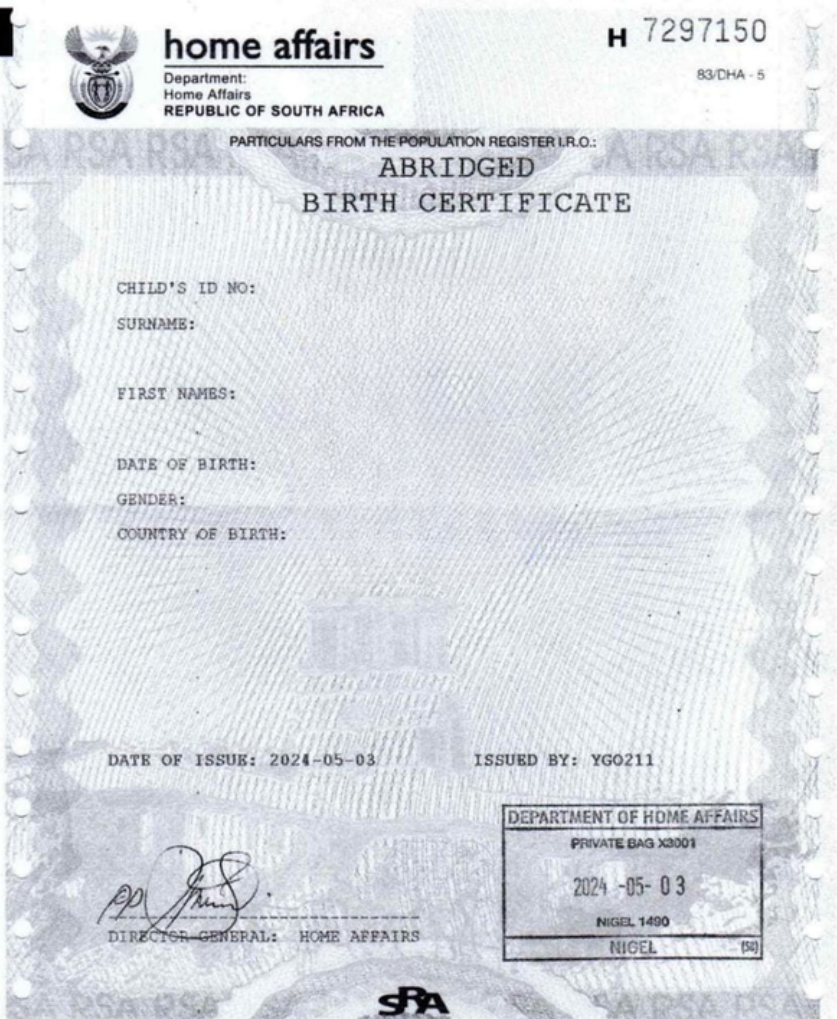
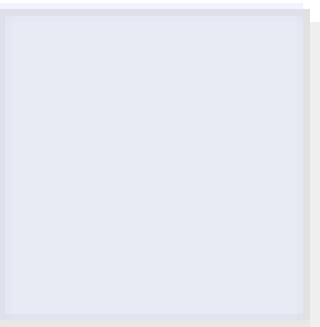
An Unabridged Birth Certificate is a computer printed birth certificate issued by Home Affairs that contains the full details of the individual as well as that of their parents or legal guardians, including their places of birth



Vault Birth Certificate

A Vault Birth certificate is a stamped and signed Home Affairs document. It's a certified copy of the original birth register that was completed by the parents when the individual was born

This type of certificate is most often required when applying for British or Portuguese Citizenship, and also for some other citizenships and passports

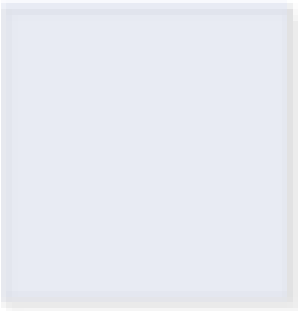


What is an Abridged Birth Certificate

An Abridged Birth Certificate is a simplified official document issued by the Department of Home Affairs. It includes:

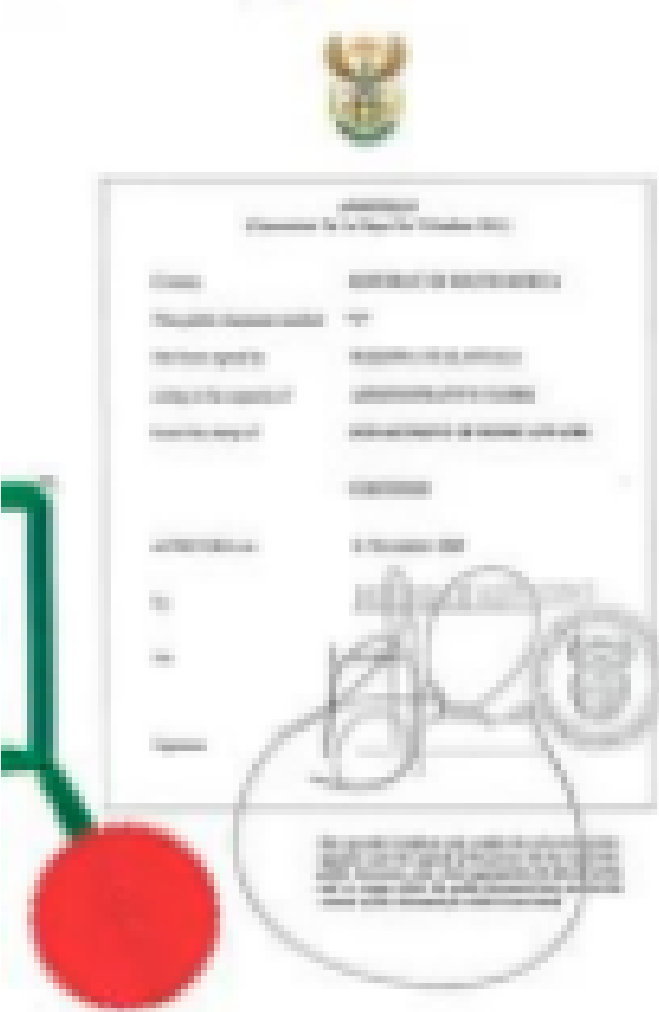
- Full name
- Date of birth
- Country of birth

This certificate is commonly used for school registrations, ID applications, and general administrative purposes within South Africa.



Section 4: Do you need an Apostille attached to this certificate?

DIRCO Hague Convention Apostille R1500 PER CERTIFICATION



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.

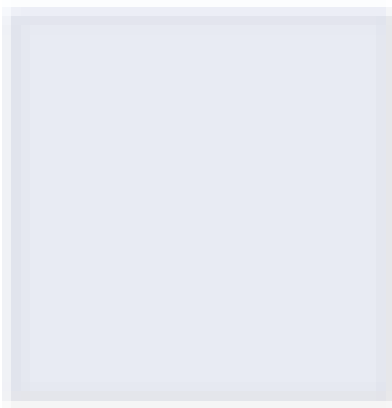


What country is this apostille intended for?

DIRCO Hague Convention Authentication R1500 PER CERTIFICATION



DIRCO authentication verifies South African documents so they can be used legally overseas. The Department of International Relations and Cooperation (DIRCO) attaches an Apostille (for countries in the Hague Convention) or a Certificate of Authentication. This process makes your paperwork valid in a foreign country.



What country is this authentication intended for?

7 to 15 workdays

We submit each Wednesday and collect the next Wednesday.



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INFORMATION & INSTRUCTIONS

PROFESSIONAL. EFFICIENT. TRUSTED.

1

PRIVATE SERVICE

We assist you, save you time.

2

FAST & RELIABLE

Committed to efficient turnaround.

3

NATIONWIDE

Courier to your door.

4

SAFE & CONFIDENTIAL

Your information is secure.

A ABOUT SP DOCUMENT TRADE (PTY) LTD

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.

P 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.

i IMPORTANT INFORMATION

- Original documents may be required depending on the service selected.
- Please ensure all documents are clear, valid and legible.
- Processing times are estimates only and subject to the relevant departments.
- Fees are non-refundable once submitted.
- SP Document Trade (Pty) Ltd is a private facilitation company and not a government entity.

I APPLICANT INFORMATION REQUIRED

- Full Name, ID Number, Email, Mobile Number, Residential Address, Country and Postal Code.
- Delivery Address (if different from residential address).

S CERTIFICATES & SERVICES WE ASSIST WITH

- Unabridged Birth Certificate
- Vault Birth Certificate
- Unabridged Marriage Certificate
- Unabridged Death Certificate
- Police Clearance Certificate
- DIRCO Apostille / Authentication
- High Court Apostille & Notarisation
- Driver's Licence Confirmation Letter (RTMC)

A APOSTILLE SERVICE

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

D 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.

L 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.

We are here to make the process as simple and stress-free as possible. Contact us for any assistance or enquiries.

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UNABRIDGED BIRTH CERTIFICATE APPLICATION FORM

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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

Town / City

Province / State

Country

Postal Code

2 COURIER DELIVERY ADDRESS (if different from residential address)

☐ I would like to send my own courier

Recipient Name

Address Line 1

Address Line 2

Town / City

Province

Postal Code

Country

Courier Telephone / Mobile

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



ORDER DETAILS & DHA-154 GUIDANCE

COMPLETE IN BLACK INK. USE BLOCK LETTERS.

3 ORDER DETAILS

- ☐ **Unabridged Birth Certificate**
Computer printed Home Affairs birth certificate containing the individual's full details and the details of the parents or legal guardians.
- ☐ **Vault Birth Certificate**
Stamped and signed Home Affairs copy of the original birth register, often required for citizenship or passport purposes.
- ☐ **Abridged Birth Certificate**
A short version of your birth record only reflecting the applicant in question.

4 APOSTILLE SERVICE

- ☐ **DIRCO Hague Convention Apostille/ Authentication**
An apostille confirms the authenticity of the certificate for use in a Hague Convention member country.

Apostille or Authetication

! IMPORTANT

- We need a modern 13 digit ID number for the applicant. If you do not know your ID number, please contact us.
- The birth entry number field is obsolete and may be left blank.
- Please complete sections A, B, C and D as fully as possible and sign the form.

G GENERAL INSTRUCTIONS

- Complete the DHA-154 form in black ink using BLOCK LETTERS.
- This is the official Department of Home Affairs form shown on the next page.
- Leave unknown fields blank rather than guessing.
- If the person in section A and section D are the same, tick Other and write Self.

A

A: PARTICULARS OF PERSON

- This is the person the certificate is being applied for.
- An ID number is required.
- The birth entry number field can be left blank.

B

B: PARTICULARS OF FATHER / PARENT A

- Please complete as fully as possible.
- Where information is unknown, leave it blank and do not guess.

C

C: PARTICULARS OF MOTHER / PARENT B

- Please complete as fully as possible.
- Where information is unknown, leave it blank and do not guess.

D

D: PARTICULARS OF APPLICANT

- This must be completed by the person applying for the certificate.
- If your address is outside South Africa, fit it in as clearly as possible.
- Please sign the form.



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																	
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:

E. FOR OFFICIAL USE ONLY

APPLICATION RECEIVED BY:

Identity Number																	
Surname																	
Forenames in full																	
Persal No.																	
Date																	

Signature _____

DOCUMENTS SUBMITTED: PLEASE TICK ☒

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

Office stamp - OFFICE OF ORIGIN



LIMITED POWER OF ATTORNEY

AUTHORISATION FOR DOCUMENT FACILITATION

P

BETWEEN THE PRINCIPAL

Name

A

AND

SP Document Trade (Pty) Ltd, a private document facilitation company in South Africa, trading as SP Documents.

G

APPOINTMENT OF AGENT

The Principal appoints SP Document Trade (Pty) Ltd / SP Documents as his or her representative to assist with document application, submission support, collection coordination, courier arrangements and, where selected, apostille or legalisation support.

E

EXTENT OF AUTHORITY

- 1

General Authority:

To prepare, lodge, follow up on and administer documentation related to the requested service.
- 2

Collection Authority:

To request, collect and receive certificates, confirmations, apostilles, endorsements, releases, receipts and related documents where permitted.
- 3

Courier and Communication Authority:

To communicate with relevant offices, couriers and professional service providers as reasonably required for the selected service.
- 4

Professional Assistance:

To appoint or liaise with agents, attorneys, accountants, couriers or other professionals where necessary for the service.

✓

The Principal authorises the Agent to perform lawful actions reasonably necessary for the selected service. The Principal understands that processing times are guidelines only and depend on the relevant department, issuing authority, courier and any legalisation process selected.

Signed at

Date

Your Signature

SP Signature



