



UNABRIDGED ABRIDGED OR VAULT MARRIAGE 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



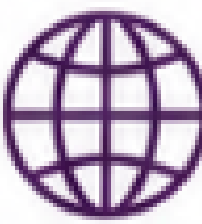
SAFE & CONFIDENTIAL

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:

Pricing is subject to change without prior notice. Turnaround times are subject to DHA processing times and public holidays.

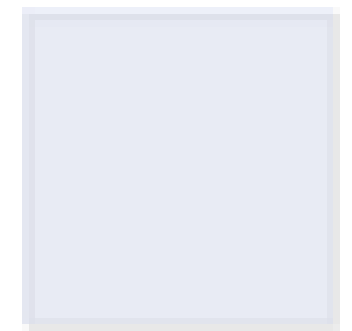
(PLEASE TICK ALL THAT APPLY)

Unabridged Marriage Certificate

An Unabridged Marriage Certificate is a detailed official document issued by the Department of Home Affairs. It includes:

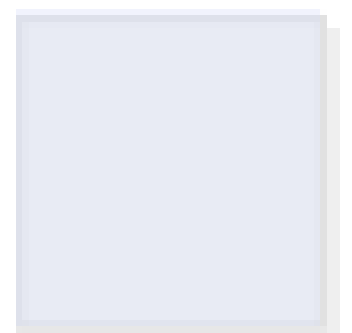
- Full details of both spouses
- ID numbers
- Date and place of marriage
- Marriage registration details

This certificate is required for international use, visa applications, immigration, and legal processes.



Vault Marriage Certificate

A A vault marriage certificate is a certified photocopy of the original, handwritten or typed marriage register (such as a BI-30 or DHA-30 form) signed by you, your spouse, the witnesses, and the marriage officer on your wedding day



Abridged Marriage Certificate

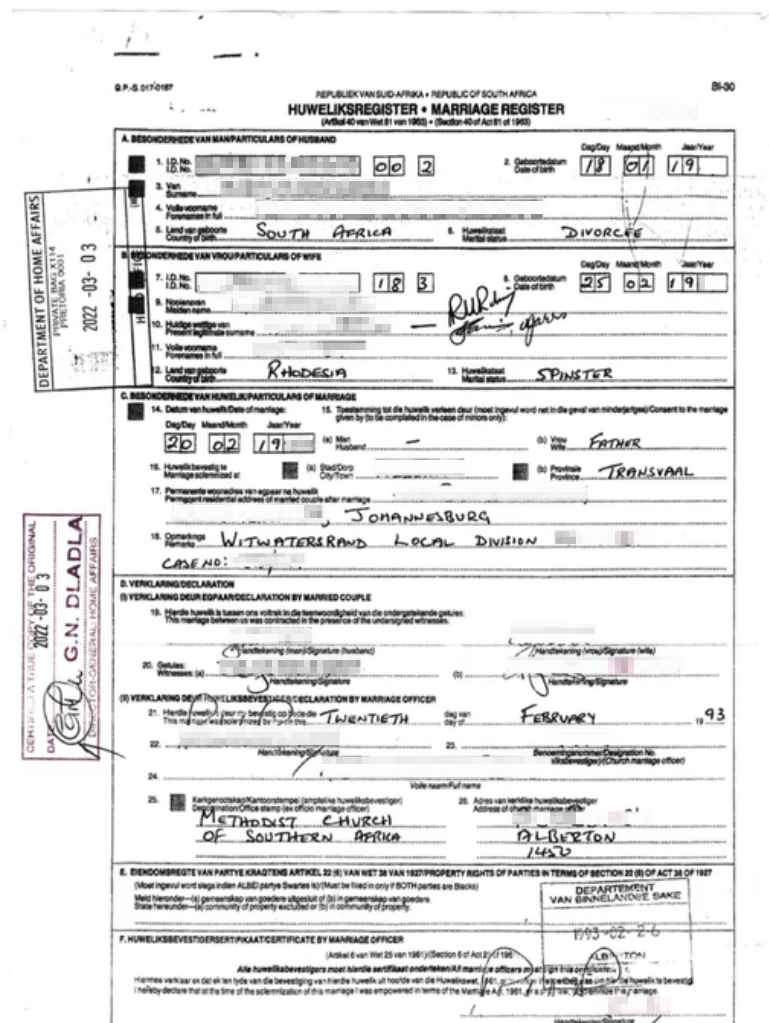
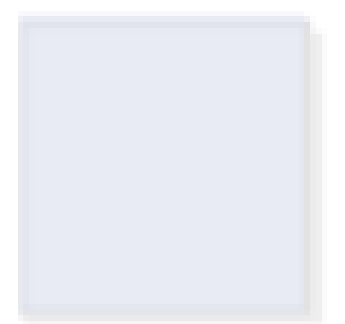
is a simplified official document issued by the Department of Home Affairs. It includes:

- Full names of both partners
- ID numbers
- Date of marriage

This certificate is commonly used for local administrative purposes, legal updates, and everyday documentation.

PLEASE NOTE:

This certificate can only be applied for if both applicant's are still alive and not divorced.





DHA Marriage Certificate Application Form

Please Note: SP Document Trade (Pty) Ltd is a private facilitation company. We are not a government department, Home Affairs office, High Court issuing body, embassy or consulate, and we are not affiliated with the Department of Home Affairs, DIRCO or the South African Government. We assist with document guidance, preparation, submission support, follow-ups, collection coordination, courier arrangements and legalisation support where requested.

Instructions:

1. Please email info@sp-documents.co.za or call/WhatsApp us on +27 61 536 4812 if you need assistance with this form.
2. Please fill out all pages of this form on your computer or with black pen.
3. Sign, scan and email the completed form to info@sp-documents.co.za, along with a copy of your South African ID or Passport, as well as a copy of your BI-30 or DHA-30 marriage register if you have it.
4. We will check the form, confirm receipt and send you an invoice for our facilitation service.
5. Once payment is received, we will guide and assist with the relevant submission, follow-up and processing steps.
6. We monitor progress and keep you updated as the matter progresses with the relevant department or authority.
7. Where a scan or copy is available, we will send it to you to confirm the details before courier or further processing.
8. If an apostille or additional legalisation service is required, we will assist with the next step. Timelines depend on the relevant department, issuing authority and courier service.





SP DOCUMENT TRADE (PTY) LTD

PRIVATE DOCUMENT FACILITATION & SUBMISSION SUPPORT



- T+27 61 536 4812
- Einfo@sp-documents.co.za
- Wwww.sp-documents.co.za

All Prices in ZAR

PRICE LIST - ABRIDGED MARRIAGE

TURNAROUND TIME	PRICE
3 - 5 WORKDAYS	R2000.00

PRICE LIST - UNABRIDGED MARRIAGE CERTIFICATE

All Prices in ZAR

TURNAROUND TIME	PRICE
14 WORKDAYS	R 3 200.00
21 WORKDAYS	R 2 800.00

PRICE LIST - VAULT MARRIAGE - COPY

All Prices in ZAR

TURNAROUND TIME	PRICE
21 - 31 WORKDAYS	R3000.00





Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

Section 3: 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.



Section 4: Do you have a copy of your BI-30 or DHA-30 marriage register?

Yes

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Please include a copy of this register with this application. Include both pages if you are sending the DHA-30. Providing the register helps support the application.

No

☐

If you do not have a copy of the marriage register, there is a possibility that a marriage certificate may not be able to be issued. We will advise you if this becomes a problem.

What is a Marriage Register?

The marriage register, also known as a BI-30 or DHA-30, is the Home Affairs form signed by you, your partner, the marriage officer and witnesses on your wedding day. The marriage officer is responsible for providing a copy and submitting the register to Home Affairs.

Marriage archive records at Home Affairs can be incomplete, especially for later marriages. To support the reissue of an unabridged marriage certificate, it is helpful to provide a copy of the BI-30 or DHA-30 from the marriage.

Copies are often kept by the marriage officer, church or institution where the marriage took place. If you do not have the register, we can still advise and assist, but the outcome may depend on Home Affairs records.

A copy of the marriage register

Please note:

For marriages registered before 2002, the handwritten marriage register is required.

For marriages registered from 2002 onwards, the two-page typed marriage register is required.

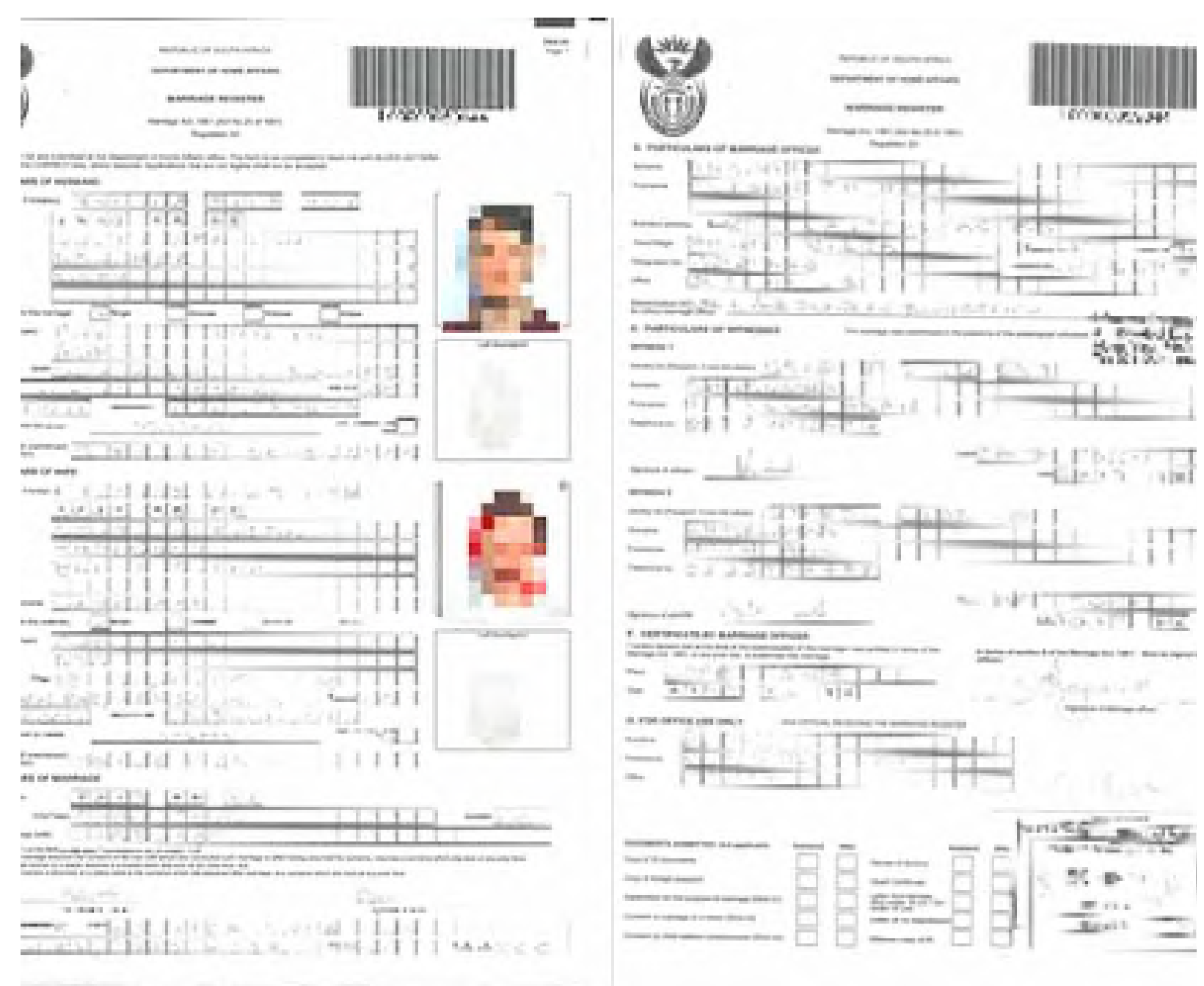
What is a BI-30?

A BI-30 says "MARRIAGE REGISTER" and has the number BI-30 in the top right corner. It normally consists of one page, but can have two.



What is a DHA-30?

A DHA-30 says "MARRIAGE REGISTER" and has the number DHA-30 in the top right corner. It consists of two pages and includes the photos and fingerprints of both people on the first page.





Section 6: Limited Power of Attorney

Between the Principal:

Name

And

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

Appointment of Agent

The Principal appoints SP Document Trade (Pty) Ltd / SP Documents as his or her representative to assist with the marriage certificate application, submission support, collection coordination, courier arrangements and, where selected, apostille or legalisation support. The Agent is granted authority to act on the Principal's behalf for the selected document service.

Extent of Authority

The Agent is granted authority to perform the following actions for the selected document service:

- | | |
|--|--|
| 1. General Authority: | To prepare, lodge, follow up on and administer documentation related to the requested marriage certificate 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



**MARRIAGE ACT 25 OF 1961, CIVIL UNION ACT 17 OF 2006 AND
RECOGNITION OF CUSTOMARY MARRIAGE ACT 120 OF 1998**

11

Please provide reasons for applying for this certificate:

Office stamp - OFFICE OF ORIGIN