

(12 December 2011 – to date)

## **IDENTIFICATION ACT 68 OF 1997**

*(Government Notice 1625 in Government Gazette 18485 dated 3 December 1997. Commencement date:  
3 December 1997 [Proc. No. R.75 in Government Gazette 19098 dated 31 July 1998])*

## **IDENTIFICATION REGULATIONS**

*Government Notice R978 in Government Gazette 19098 dated 31 July 1998. Commencement date:  
1 August 1998.*

### **As amended by:**

*Government Notice R1014 (Rectification Notice) in Government Gazette 19112 dated 7 August 1998.*

*Government Notice R275 in Government Gazette 21015 dated 1 April 2000. Commencement date:  
1 April 2000.*

*Government Notice R329 in Government Gazette 22196 dated 3 April 2001. Commencement date:  
1 April 2001.*

*Government Notice R432 in Government Gazette 26210 dated 31 March 2004. Commencement date:  
1 April 2004. Also amended by Government Notice R605 in Government Gazette 26354 dated 14 May 2004,  
but this notice was published in error and was withdrawn by Government Notice R701 in Government  
Gazette 26423 dated 11 June 2004.*

*Government Notice R321 in Government Gazette 27450 dated 1 April 2005. Commencement date:  
1 April 2005.*

*Government Notice R474 in Government Gazette 28857 dated 19 May 2006. Commencement date:  
19 May 2006.*

*Government Notice R65 in Government Gazette 30702 dated 28 January 2008. Commencement date:  
1 February 2008.*

*Government Notice R342 in Government Gazette 32044 dated 27 March 2009. Commencement date:  
1 April 2009. Also amended by Government Notice R696 in Government Gazette 33444 dated 13 August  
2010, but this notice was withdrawn by Government Notice R781 in Government Gazette 33523 dated 3  
September 2010.*

*Government Notice R25 in Government Gazette 33941 dated 19 January 2011. Commencement date:*  
*1 April 2011.*

*Government Notice R1029 in Government Gazette 34835 dated 8 December 2011. Commencement date:*  
*12 December 2011.*

The Minister of Home Affairs has, in terms of section 22 of the Identification Act, 1997 (Act 68 of 1997), made the regulations in the Schedule.

## SCHEDULE

### ARRANGEMENT OF REGULATIONS

1. Definitions
2. Compilation and maintenance of population register
3. Identity number
4. Photographs
5. Fingerprints
6. Change of ordinary place of residence or postal address
7. Certificates of certain particulars included in population register
8. Fingerprint on identity card
9. Application for identity card
10. Temporary identity certificate
11. Steps to ensure that person applies for identity card
12. Amendment, cancellation and replacement of identity documents, certificates of particulars of birth and temporary identity certificates
13. Cancellation and destroying of documents
14. Issuing of duplicates of identity cards, temporary identity certificates or other certificates
15. Fees
16. Offences
17. Short title and commencement

#### Annexures

#### 1. Definitions

- (a) In these Regulations any word or expression to which a meaning has been assigned in the Act, shall have that meaning and unless the context otherwise indicates –

**"Department"** means the Department of Home Affairs;

**"instructions"** means the instructions issued by the Director-General in terms of section 22(1)(c) of the Act;

"the Act" means the Identification Act, 1997 (Act 68 of 1997).

- (b) Any form referred to in these Regulations will be the form as prescribed in the English text to these regulations.

## 2. Compilation and maintenance of population register

The population register referred to in section 5 of the Act shall be compiled and maintained by the inclusion in it of the particulars referred to in section 8 of the Act in respect of every person to whom the Act applies in terms of section 2 thereof from –

- (a) the available information referred to in section 2 of the Act; and
- (b) the information furnished to the Director-General in accordance with the provisions of the Act.

## 3. Identity number

The identity number referred to in section 7 shall consist of 13 digits, which shall be compiled as follows:

1	2	3	4	5	6	7	8	9	10	11	12	13
---	---	---	---	---	---	---	---	---	----	----	----	----

of which –

- (a) the first six digits shall represent the date of birth of the person as follows: Digits 1 and 2, the year of birth; digits 3 and 4, the month of birth; and digits 5 and 6, the day of birth;
- (b) digit 7 shall indicate the gender of the person, namely the serial numbers 0 to 4 which are allocated to female persons and serial numbers 5 to 9 which are allocated to male persons;
- (c) digits 8 to 10, inclusive, shall represent a serial number;
- (d) digit 11 shall represent the citizenship of the person as follows:

SA Citizen

0

Non-SA Citizen

1

- (e) digit 12 shall represent the index number 8, under which the person's particulars have been included in the population register provided that in cases where the unique number allocated by the computer automatically for each day of each year has been exhausted, the 12<sup>th</sup> digit would be number 9; and

*(Regulation 3(e) substituted by regulation 2 of Government Notice R275 in Government Gazette 21015 dated 1 April 2000)*

- (f) digit 13 shall be a control figure determined by the computer.

#### **4. Photographs**

- (1) The copies of the photographs referred to in section 9, which must be identical, shall meet with the following requirements:

- (a) The outside measurements shall be as follows:

Length - 40 mm;

Width - 30 mm;

- (b) the background of the photograph shall be plain and free of shadows and shall not have a white lining;
    - (c) only the head and shoulders of the person concerned shall be included in the photograph, and the head from the chin to the top of the hair shall not be smaller than 22 mm and not larger than 25 mm;
    - (d)
      - (i) the person concerned shall be photographed without any head-gear or veil, and any other additions to the face which tend to alter the natural likeness shall be removed: Provided that the Director-General may exempt any person or any category of persons from any of these requirements;
      - (ii) spectacles may be worn provided that the lenses do not make the eyes invisible. Spectacles with dark lenses may be worn if the eyes will appear distorted without them or if the person is blind;
    - (e) the full face of the person concerned shall be photographed directly from the front, and the head may not be bent or turned sideways;
    - (f) the face shall be a recognizable likeness of the person and the head, hair, eyebrows, eyes, nose and moustache or beard, if any, shall be sharply and clearly defined;
    - (g) neither the photograph nor the copies thereof may be defaced by holes, pencil or ink marks or in any other manner.

- (2) The Director-General may reject the copies of the photographs if they do not, in his or her judgement, comply with the requirements mentioned in subregulation (1), or if he or she deem them unsuitable in other respects, in which case the person concerned shall provide two new copies at his or her own cost.

## **5. Fingerprints**

- (1) The fingerprints referred to in section 10 shall –
  - (a) be taken by an official employed at any office of the Department; and
  - (b) consist of imprints in printer's ink or imprints by means of a process approved by the Director-General of each finger of both hands of the person concerned on the form prescribed in Annexure 1.
- (2) Whenever the Director-General deems it necessary, an imprint in printer's ink or an imprint by means of a process approved by the Director-General of the palm of each hand shall be taken on the form prescribed in Annexure 1.

## **6. Change of ordinary place of residence or postal address**

- (1) A person whose particulars are included in the population register shall in the form prescribed in Annexure 2 notify the Director-General of any permanent change of his or her ordinary place of residence or postal address within 30 days of such change.
- (2) The Director-General shall as soon as possible after the new place of residence or address has been recorded in the population register, confirm to the person on the form prescribed in Annexure 3 that the new place of residence or address, as the case may be, has been included in the register.
- (3) The recording of the new ordinary place of residence or postal address in the population register as contemplated in section 11(2) shall be effected in the population register only after written notice was given to the person concerned on the form prescribed in Annexure 4, and the person concerned has given his or her written consent to record the change of place of residence or address on the said form.

## **7. Certificates of certain particulars included in population register**

A birth, marriage and death certificate referred to in section 13 of the Act shall be substantially in the form prescribed in Annexure 5, 6 and 7, respectively.

## **8. Fingerprint on identity card**

- (1) The fingerprint referred to in section 14(b) of the Act shall be the left thumbprint of the person concerned: Provided that if he or she has no left thumb, his or her right thumbprint shall be affixed to the identity card.
- (2) Where it is not possible to comply with the provisions of subregulation (1), the instructions issued by the Director-General in this regard shall apply.

#### **9. Application for identity card**

- (1) The application for an identity card referred to in section 15 shall be substantially in the form prescribed in Annexure 1.
- (2) A person shall apply for an identity card within 30 days after he or she has attained the age of 16 years.

#### **10. Temporary identity certificate**

- (1) A temporary identity certificate referred to in section 16 of the Act shall be substantially in the form prescribed in Annexure 8.
- (2) The Director-General may at his or her discretion dispatch a person's temporary identity certificate to him or her by mail or, if he or she is under the age of 18 years, to his or her guardian, or hand it to him or her or to such guardian or to any other person authorised thereto in writing by him or her or his or her guardian.

#### **11. Steps to ensure that person applies for identity card**

- (1) The officer referred to in section 17(2) shall request the person concerned in writing to apply to an identity card within 7 days from the date of such request at the nearest office of the Department.
- (2) The request shall be substantially in the form prescribed in Annexure 9, and a copy thereof shall forthwith be delivered to the nearest office of the Department.
- (3) Any person who fails to comply with a request under this regulation shall be guilty of an offence and upon conviction punishable to a fine and to a period of imprisonment not exceeding 12 months.

#### **12. Amendment, cancellation and replacement of identity documents, certificates of particulars of birth and temporary identity certificates**

- (1) The holder of an identity card or a temporary identity certificate or any other certificate referred to in section 19(1), or his or her guardian shall, if he or she or his or her guardian has been requested to do so, hand such a card or certificate to the Director-General or dispatch it to him or her by registered mail within 30 days of the date of such request.

- (2) Any person authorised thereto by the Director-General, may, when it comes to his or her attention that someone is in possession of an identity card or a certificate referred to in section 19(1), seize such card or certificate, and the person to whom such card or certificate has been issued, or his or her guardian or any person who is in possession of the card or certificate, shall surrender it to such an authorised person without delay.
- (3) Any identity card referred to in subregulation (2) shall on receipt be cancelled by the Director-General, and a new identity card shall, subject to the provisions of regulation 4, be issued in the place of the cancelled identity card and handed to the person in question or dispatched to him or her by mail.
- (4) A certificate referred to in subregulation (2) on which the necessary amendments cannot be made, or where the Director-General deems it advisable that such certificate be cancelled, shall be cancelled in the same manner as provided for in regulation 12(1) and a new certificate shall be issued in place of the cancelled certificate and be handed to the person in question or dispatched to him or her by mail.

### **13. Cancellation and destroying of documents**

- (1) An identity card, temporary identity certificate or other certificate referred to in regulation 12 shall be cancelled by writing or stamping the words “cancelled/gekanselleer” on all the pages, if any, of such card or certificate.
- (2) An identity card shall be destroyed by shredding or cutting the card in such a manner that any of the parts of the card cannot be utilised for the purposes of an identity card.

### **14. Issuing of duplicates of identity cards, temporary identity certificates or other certificates**

The Director-General shall, if he or she is satisfied that an identity card, temporary identity certificate or any of the other certificates issued under the Act, has been damaged, lost or stolen, or if a person's particulars have been amended or changed in terms of the Births and Deaths Registration Act, 1992 (Act 51 of 1992), or if a person's status has changed in terms of the South African Citizenship Act, 1995 (Act 88 of 1995), issue a duplicate or amended identity card, or certificate, as the case may be, to such person, on receipt of –

- (a) an application for the reissue of an identity card or certificate on the form prescribed by the Director-General;
- (b) two copies of a photograph as prescribed in regulation 4; and
- (c) the identity card previously issued to the person, unless satisfactory reasons are furnished in writing why the identity card cannot be returned.

## 15. Fees

The following fees are payable in the respective cases:

- |     |   |         |
|-----|---|---------|
| (a) | Issuing of first Identity Document.. .....  | Free    |
| (b) | Re-issuing of Identity Document.. .....   | R140.00 |
|     | However, the re-issuing of an identity document is free of charge in cases proven to be Departmental errors;  |         |
| (c) | Issuing of a temporary identity certificate .....   | R70.00  |
| (d) | Furnishing of information from the population register on magnetic tape or similar format in accordance with the provisions of section 21 of the Act, ..... | R480.00 |
| (f) | Frame of four black and white photos taken for an identity document by the Department. ....   | R40.00. |
|     | <i>(Publisher's note – Numbering as published in Gazette No. 34835)</i>   |         |

*(Regulation 15 inserted by regulation 3 (the existing regulation 15 and 16 becoming regulation 16 and 17) of Government Notice R275 in Government Gazette 21015 dated 1 April 2000)*

*(Regulation 15 substituted by regulation 2 of Government Notice R329 in Government Gazette 22196 dated 3 April 2001)*

*(Regulation 15 substituted by regulation 2 of Government Notice R432 in Government Gazette 26210 dated 31 March 2004)*

*(Regulation 15 substituted by regulation 2 of Government Notice R321 in Government Gazette 27450 dated 1 April 2005)*

*(Regulation 15 substituted by regulation 2 of Government Notice R474 in Government Gazette 28857 dated 19 May 2006)*

*(Regulation 15 substituted by regulation 2 of Government Notice R65 in Government Gazette 30702 dated 28 January 2008)*

*(Regulation 15 substituted by regulation 2 of Government Notice R342 in Government Gazette 32044 dated 27 March 2009)*

*(Regulation 15 substituted by regulation 2 of Government Notice R25 in Government Gazette 33941 dated 19 January 2011)*

*(Regulation 15 substituted by regulation 2 of Government Notice R1029 in Government Gazette 34835 dated 8 December 2011)*

## 16. Offences

Prepared by:



Any person who contravenes any provision of these regulations shall be guilty of an offence and on conviction liable to a fine or to imprisonment not exceeding 12 months.

*(Regulation 15 renumbered to regulation 16 by regulation 3 of Government Notice R275 in Government Gazette 21015 dated 1 April 2000)*

#### **17. Short title and commencement**

These regulations shall be called the Identification Regulations, 1998, and shall come into operation on 1 August 1998.

*(Regulation 16 renumbered to regulation 17 by regulation 3 of Government Notice R275 in Government Gazette 21015 dated 1 April 2000)*

DEPARTMENT OF HOME AFFAIRS  
FIRST APPLICATION FOR AN IDENTITY DOCUMENT



THIS FORM MUST BE DULY COMPLETED TWO IDENTICAL PHOTO'S TO BE SUBMITTED

<b>THIS BLOCK ONLY FOR OFFICIAL USE.</b> <i>(Reason for application)</i>	(a) Function 006 <input type="checkbox"/>	(c) Function 011 <input type="checkbox"/>	(e) Function 160 <input type="checkbox"/>
	(b) Function 007 <input type="checkbox"/>	(d) Function 013 <input type="checkbox"/>	(f) Fingerprint <input type="checkbox"/>

[illegible]

<b>APPLICANT</b>												
Form completed for passport purposes <input type="checkbox"/>						Form completed for ID purposes <input type="checkbox"/>						
Supporting documents:						Birth cert. number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			Lost Registration <input type="checkbox"/>			TBVC <input type="checkbox"/>
-Surname	<input type="text"/>											
-Middle name	<input type="text"/>											
-Forenames	<input type="text"/>											
-Date of birth	<input type="text"/> <input type="text"/> <input type="text"/>			Country of birth			<input type="text"/> <input type="text"/> <input type="text"/>					
-Gender	Male/Female <input type="text"/>			City/Town of birth			<input type="text"/> <input type="text"/> <input type="text"/>					
Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			District Code			<input type="text"/> <input type="text"/> <input type="text"/>					
If S.A. Chosen by administrator - insert/print Applicant's email id >												
<b>CERTIFICATE NUMBER</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						<b>DATE OF ISSUE</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
Insert/print Permanent Residence Permit/Exemption Certificate Number												
-Country of Citizenship <input type="text"/>												
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(Attach certified copy)												

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Did you leave the RSA recently? Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																																									
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(3) Did you acquire the citizenship of any other country? Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																																									

<b>MARITAL STATUS</b> *Never married <input type="checkbox"/> *Married <input type="checkbox"/> *Widower/Widow <input type="checkbox"/> *Divorced <input type="checkbox"/> Religious rights <input type="checkbox"/> Customary union <input type="checkbox"/>	
<b>MARRIAGE PARTNER</b> *Identity number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> *Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
*Forenames	
*Maiden name	
*Previous surname	
*Date of marriage	City/Town where married

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										CODE		LIMITATION CODE		DATE (5) OF ISSUE				ISSUING AUTHORITY																																																																					

GENERAL	Reference Book/Id Card number	
	Passport/Travel Doc. number	
	TBVC - Identity number	
	Date of application	
		Signature or left thumb print



**ANNEXURE 2**

**(Section 11 of Act 68 of 1997: Regulation 6(1))**

OFFICIAL

The Director-General: Home Affairs  
Private Bag X200  
PRETORIA  
0001

**NOTIFICATION OF CHANGE OF ORDINARY PLACE OF RESIDENCE AND/OR POSTAL ADDRESS**

Please note that my residential/postal address has, on the date mentioned below, permanently changed to the address as indicated:

▪ Identity No. 

--	--	--	--	--	--	--	--	--	--	--	--	--

▪ AND date of birth 

--	--	--	--	--	--	--	--

▪ Surname .....  
First names.....  
.....

New permanent residential address: 

--	--	--	--

  
with effect from

▪ .....  
.....  
▪ New postal address .....  
▪ Province .....

Signature ..... Date ..... Tel No .....

**ANNEXURE 3**

**(Section 11 of Act 68 of 1997: Regulation 6(2))**

**CONFIRMATION OF CHANGE OF PLACE OF ORDINARY RESIDENCE OR POSTAL ADDRESS**

**REGISTERED POSTAL ADDRESS**

Keep in safe place

-

**TO:**

.....

.....

.....

-

**REGISTERED RESIDENTIAL ADDRESS**

Particulars of your address are included in the  
Population Register as follows:

as from .....

Address .....

.....

Identity number

**ANNEXURE 4**

**(Section 11(2) of Act 68 of 1997: Regulation 6(3))**

**CONSENT TO CHANGE PLACE OF ORDINARY RESIDENCE OR POSTAL ADDRESS**

TO: (state full names) .....  
(state surname) .....  
Identity number .....  
Residential address .....

Please note that according to my records your residential and/or postal address has/have changed permanently to the address mentioned above.

Should you confirm the change of address by signing this form below and return same to the address at the back thereof, your address particulars will be changed accordingly in the Population Register.

DIRECTOR-GENERAL: HOME AFFAIRS

DATE: .....

**OFFICIAL**

**The Director-General: Home Affairs  
Private Bag X200  
PRETORIA  
0001**

I hereby give consent to the changing of the address particulars in the Population Register.

SIGNATURE .....

DATE: .....

**ANNEXURE 5**

**(Section 13 of Act 68 of 1997: Regulation 7)**

**BIRTH CERTIFICATE**

PARTICULARS FROM THE POPULATION REGISTER IN RESPECT OF:

IDENTITY NUMBER: .....

SURNAME: .....

FIRST NAMES: .....

DATE OF BIRTH: .....

GENDER: .....

COUNTRY OF BIRTH: .....

DATE ISSUED: .....

OFFICE CODE / STAMP: .....

Prepared by:

**ANNEXURE 6**

**(Section 13 of Act 68 of 1997: Regulation 7)**

**MARRIAGE CERTIFICATE**

PARTICULARS FROM THE POPULATION REGISTER IN RESPECT OF:

IDENTITY NUMBER HUSBAND: .....

SURNAME: .....

FIRST NAMES: .....

DATE OF BIRTH: .....

IDENTITY NUMBER WIFE: .....

SURNAME: .....

FIRST NAMES: .....

DATE OF BIRTH: .....

DATE OF MARRIAGE: .....

DATE ISSUED: .....

OFFICE CODE / STAMP: .....

Prepared by:



**ANNEXURE 7**

**(Section 13 of Act 68 of 1997: Regulation 7)**

**DEATH CERTIFICATE**

PARTICULARS FROM THE POPULATION REGISTER IN RESPECT OF:

IDENTITY NUMBER: .....

SURNAME: .....

FIRST NAMES: .....

DATE OF BIRTH: .....

GENDER: .....

MARITAL STATUS: .....

DATE OF DEATH: .....

PLACE OF DEATH: .....

CAUSE OF DEATH: .....

DATE ISSUED: .....

OFFICE CODE / STAMP: .....

Prepared by:

**ANNEXURE 8**

**(Section 16 of Act 68 of 1997: Regulation 10)**

**TEMPORARY IDENTITY CERTIFICATE**

PARTICULARS FROM THE POPULATION REGISTER IN RESPECT OF:



IDENTITY NUMBER: .....

SURNAME: .....

FIRST NAMES: .....

DATE OF BIRTH: .....

DATE ISSUED: .....

ISSUED BY: .....

OFFICE CODE / STAMP: .....

**(VALID FOR 2 MONTHS FROM DATE OF ISSUE)**

Prepared by:

**ANNEXURE 9**

**(Section 17(2) of Act 68 of 1997: Regulation 11)**

**REQUEST TO APPLY FOR IDENTITY DOCUMENT/CARD**

**TO:** (Full names) .....  
(Address) .....  
.....  
.....

1. As you have not applied for an identity document/card as required by section 14 of the Identification Act, 1997, you are hereby requested to apply for an identity document/card within 7 days from the date of this request at your nearest office of the Department of Home Affairs which is situated at the following address:

.....  
.....  
.....  
.....

2. If you fail to comply with this request you shall be guilty of an offence and on conviction liable to a fine or to imprisonment not exceeding 12 months.

..... DATE: .....

**AUTHORISED OFFICER**

FULL NAMES: .....

ADDRESS: .....

**NB:** A copy of this notice must be forwarded to the office as indicated in paragraph 1.