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## First time passport application minors\*

\* applies to applicants under 18 and who have never been issued a Dutch passport or been added to a parent's Dutch passport.

### **When applying for a passport, minors must always be accompanied by at least one parent, preferably the Dutch parent**

#### Required documents (mandatory)

	<b>IMPORTANT NOTE:</b> Original documents and a <b>copy of each document</b> must be submitted.
1.	Unabridged birth certificate (issued no more than twelve months ago) listing the full names of the parent(s) and the name of the city/town of birth. If the document was issued in any other country than the Netherlands, it needs to be legalised **
2.	Proof of valid status in country of application of the applicant and the Dutch parent: <ul style="list-style-type: none"><li>• Valid visa (and supporting forms), or</li><li>• Valid residence permit</li><li>• South African passport, if applicable</li><li>• South African Identity document</li></ul> <i>and</i> Passport(s) of any other nationality the applicant and the Dutch parent have (even if expired)
3.	Passport application form completed and signed by both parents ( <i>to be dated and signed at the consular office in front of a consular officer</i> ). If applicable: the absent parent must sign both the passport- and the parental consent form <b>and</b> the original passport or a legalised ** copy of the passport of the absent parent should be submitted. If applicable: death certificate with apostille** of the deceased parent
4.	Passport and/or other identity document such as a valid driver's license of both parents In case of sole guardianship: Recently issued court order with apostille** stating sole guardianship has to be submitted
5.	<b>If the father is the only Dutch parent:</b> Unabridged marriage certificate of the parents. If the document is issued in any other country than the Netherlands, it needs to be legalised**. If the parents were not married when the applicant was born and the father is the <b>only</b> Dutch parent, please contact the embassy by e-mail <b>before</b> you make an appointment If the minor has been adopted: please contact us first by e-mail as well. You can send your e-mail, including full details of both parents and the minor child as well as your telephone number to: <a href="mailto:RSO-ZAF-CEC@minbuza.nl">RSO-ZAF-CEC@minbuza.nl</a>
6.	Proof of Dutch nationality of at least one parent <u>at the time of birth</u> : <ul style="list-style-type: none"><li>• De-registration statement from <a href="http://vestigingsregister.dpz@denhaag.nl">vestigingsregister.dpz@denhaag.nl</a> (if immigrated before 1994) or from the municipality of the city of last residence in the Netherlands showing proof of Dutch nationality; <b>or</b></li><li>• Other documents showing how the applicant and/or the Dutch parent obtained Dutch nationality (i.e. original Dutch naturalisation certificate (Koninklijk Besluit), original option certificate, official adoption papers, acknowledgement papers)</li></ul>
7.	Proof of Dutch nationality of at least one parent <u>at the time of application</u> of the minor applicant, e.g.: <ul style="list-style-type: none"><li>- Dutch passport of parent and proof of status in country of residence;</li><li>or</li><li>- naturalisation certificate ;</li><li>or</li><li>- "To whom it may concern" letter issued by the <u>Head Office</u> of the Department of Home Affairs in Pretoria, with apostille**</li></ul>

	attached, stating that the Dutch parent never acquired South African citizenship
8.	Two recent passport photos (not older than 6 months) according to the Dutch passport photo requirements. For a recommended photographer see our website
9.	Passport fee (in local currency), to be paid by credit- or bankcard. This is a non-refundable processing fee. See our website for current fee. Our consulate in Durban only accepts cash, no cards.

\*\* For South African documents see: <http://www.dirco.gov.za/consular/legalisation.htm>

For documents from other countries visit: <http://www.rijksoverheid.nl/onderwerpen/legalisatie-van-documenten/legalisatie-buitenlandse-documenten/legalisatie-documenten-per-land>

### **Schedule an Appointment**

All applicants must apply in person at a Dutch Mission authorised to take in Dutch passport applications. This also applies to children. An appointment is required which you can schedule through our website: <http://southafrica.nlembassy.org>

**The Embassy/Consulate reserves the right to request additional documents**