



PROTOCOL CIRCULAR NO P 09 OF 2014

The Department of International Relations and Cooperation of the Republic of South Africa presents its compliments to Diplomatic Missions and International Organisations accredited to the Republic of South Africa and has the honour to inform all Foreign Missions that the commencement date for the Immigration Amendment Act, 2007 (Act 3 of 2007) was 26 May 2014.

The Department wishes to inform that in terms of the above-mentioned Act, Missions are requested to take note of the following:

- A passport must be machine readable unless –
 - The sending State has not completely phased out the non-machine readable passports; and
 - The passport was issued after 24 November 2005 and its expiry date is before 24 November 2015
- Each applicant must have his/ her own passport.
- A passport must have at least two unused pages when presented for purposes of endorsing a port of entry visa, visa or entry or departure stamp
- The period of validity of the passport shall not be less than 30 days after the intended departure from the Republic
- Applications for the change of status or terms and conditions relating to the visa must be submitted to the Department of Home Affairs no less that 60 days prior to the expiry of his/her visa

- No person holding a visitor's or medical treatment visa may apply for a change of status to his or her visa while in the Republic
- Study visas will now be issued for the full duration of the study or course
- Persons who overstay for a prescribed number of times will be declared as undesirable; fines will no longer be charged for overstaying
- Section 46, which dealt with immigration practitioners, has been repealed, as applicants for visas will now be required to apply in person at the mission in their home country (their country of origin or where they permanently reside)
- First-time applications for a visa must be made at the mission in the applicant's home country, and only renewals or extensions can be made in South Africa.

Furthermore, please find attached the requirements and timeframes for Accreditation and issuance of Temporary Residence Visa's. Diplomatic Missions are reminded that these two processes cannot be done parallel to each other and non-adherence to the timeframes for submission and processing will have an impact on overstaying.

The full Act is available in Government Gazette No 37679 of 22 May 2014 or on www.gpwonline.co.za.

The Department of International Relations and Cooperation of the Republic of South Africa avails itself of this opportunity to renew to Diplomatic Missions and International Organisations accredited in the Republic of South Africa the assurances of its highest consideration.



**PRETORIA
6 June 2014**

**Diplomatic Missions and International Organisations
accredited to the Republic of South Africa
PRETORIA**



APPLYING FOR ACCREDITATION / THE ISSUANCE OF THE DIPLOMATIC IDENTITY CARD AND A TEMPORARY RESIDENCE VISA

The process for Accreditation and issuance of a Temporary Residence Visa are independent processes and **cannot** be done parallel to each other. Simultaneous applications for both processes **will be rejected**.

First apply for accreditation. Once the official has been accredited, you may apply for a Visa.

Please take note of the timeframes for issuance by each section.

REQUIREMENTS FOR ACCREDITATION – 10 WORKING DAYS

1. **Note Verbale**. Requesting for the accreditation/issuance of ID card.
2. **Accreditation forms**. These forms are downloadable (to be electronically filled) from DIRCO website – route - www.dirco.gov.za/stateprotocol/diplomatic-immunities-and-privileges-DIAP). The photographs and specimen signatures should also be included on the space provided. These forms must be filled in full.
3. **Copy of a valid diplomatic/official passport**. Letter of recognition required in case of children and spouse not in possession of the diplomatic/official passport and this letter should come from the Foreign Ministry of the sending State.
4. **Diplomatic Identity Card Collection and Delivery note / receipt (please print two copies)**. This note/receipt is downloadable from DIRCO website (use the same route stipulated above to access this note/receipt).
5. **In case of family member applying for ID card**, attach a copy of valid ID card of the diplomat whose children are applying for the ID card (accreditation).

REQUIREMENTS FOR A TEMPORARY RESIDENCE VISA – 5 WORKING DAYS

UNLESS REQUESTED **ONLY** SUBMIT THE DOCUMENTS LISTED BELOW:

1. A **Note Verbale** requesting the issuance of the Temporary Residence Visa.
2. The **Original** diplomatic/ official passports (Where the proof of entry / previous visa is in a different passport, submit this original passport as well).
3. **Copy** of the diplomatic identity card (ID) for the applicant (in the case of children, attach the copy of the accredited diplomats ID card)
4. **Diplomatic Passport collection and delivery note / receipt (please print two copies)**. This note/receipt is downloadable from DIRCO website and should be electronically filled (use the same route mentioned above to access the note/receipt).