

INFORMATION SHEET

DEPARTMENT OF TRANSPORT

Step 1:

Some countries do not accept South African driver's licences as valid licences. It is therefore advisable to apply for a Confirmation Letter of one's drivers' licence from the Road Traffic Management Corporation (RTMC) prior to departure from South Africa, or whilst abroad if you are planning to hire a vehicle or relocating. It might prove difficult to rent a vehicle when abroad and if successful, the insurance premiums may be high. This is because South African (CCF) drivers' licences only indicate the date of issue of the specific licence, but not when the holder first qualified as a driver.

Upon request, the Department of Transport - Road Traffic Management Corporation (RTMC) issues Confirmation Letters and E-Natis Certificates confirming that the applicant holds a valid (South African) drivers' licence. The original letter may be legalised if stamped and signed by an authorised official of the Department of Transport – Road Traffic Management Corporation (RTMC). ***(Please take note that the application for such a confirmation letter is a personal matter that the applicant must attend to and the issuing of these letters are the sole responsibility of the Department of Transport – Road Traffic Management Corporation (RTMC).)***

Note: The Department of International Relations and Cooperation (DIRCO) - Legalisation Section cannot legalise actual driver's licences. If needed, the customer can have copies thereof notarised by a Public Notary and then legalised by the Registrar of the High Court of South Africa, before submitting it to the DIRCO – Legalisation Section for final authentication purposes. *(However, please take note: If a country is signatory to The Hague Convention of 5 October 1961 – Abolishing the Requirement of Legalisation for Foreign Public Documents (or referred to the Apostille Convention) the High Court should issue and affix an Apostille Certificate to the document. This document should not be submitted to the DIRCO – Legalisation Section.)*

For enquiries:

**Department of Transport
Road Traffic Management Cooperation (RTMC)**

Website: <http://www.transport.gov.za> / www.rtmc.co.za

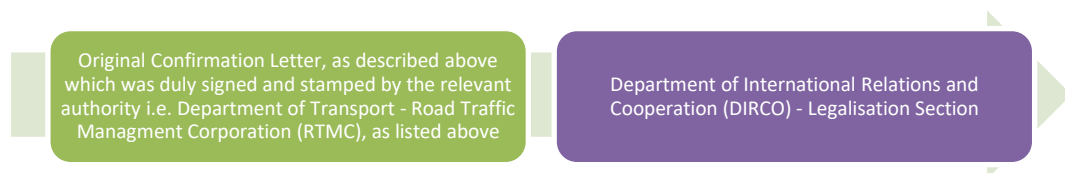
NOTE: The DIRCO – Legalisation Section does not take any responsibility for incorrect information provided, due to changes in the relevant authorities contact details; procedures; etc. It is therefore the responsibility of the customer to verify information directly with the relevant institution concerned.

Step 2:

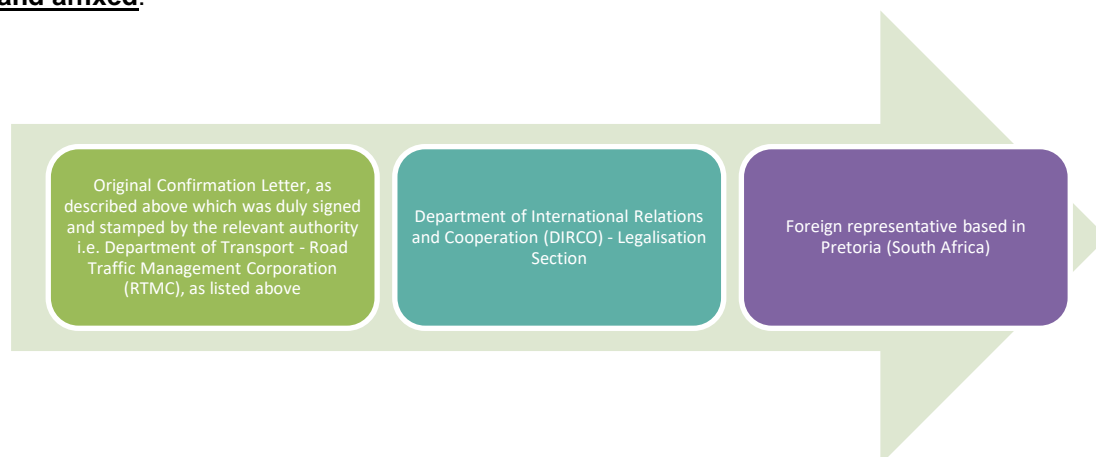
Customers need to submit the ***original*** Confirmation Letter and E-Natis Certificate to the Department of International Relations and Cooperation (DIRCO) – Legalisation Section in Pretoria for legalisation purposes (Apostille or Authentication) for use abroad

NOTE: Flow diagram: To follow the process as explained above (when the destination country is signatory to the Apostille Convention) – and when the Apostille Certificate will be issued and affixed:

(If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.)



NOTE: Flow diagram: To follow the process as explained above (when the destination country is NOT signatory to the Apostille Convention) – and when the Certificate of Authentication will be issued and affixed:



CONTACT DETAILS: Department of International Relations and Cooperation (DIRCO) - Legalisation Section

OR Tambo Building, 460 Soutpansberg Road, Legalisation Section, Room NE2A-Ground Floor, Rietondale, Pretoria, 0084

Note: As the Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to legalisation@dirco.gov.za, as to ensure that you are able to receive the relevant assistance and guidance in writing from the Legalisation Section.

Tel: (012) 351-1000 (switchboard, ask for legalisation section)

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za – Services - Consular Services – Consular Information - Notarial Services (Legalisation)

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