

## **1. Payment Options for Consular Services.**

- a. Debit or Credit card payments made on submission of applications at the Counter.
- b. Direct Deposit.
- c. Proof of payment made to Kenya High Commission Standard Bank, Account **No: 013035452** with your Surname and Service as Reference.

**NB: Money once deposited cannot be refunded; ALL confirmations to be directed to: [consular@kenya.org.za](mailto:consular@kenya.org.za)**  
**Bank each service separately.**

## **2. PASSPORT RENEWAL APPLICATION (and submit all documents in duplicate)**

- a. Fill in **Form 21A** completely.
- b. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no ear rings, no head bands.)
- c. Passport copy
- d. National ID copy
- e. Payment of R650 (32 pg passport), R867 (48pg passport), R1084 (64 pg ppt.)
- f. Bring the old passport for invalidation on collection of new one.
- g. Takes approximately 4 weeks

## **3. LOST/MUTILATED PASSPORT APPLICATION (and submit all documents in duplicate)**

- a. Fill in **Form 21A** completely.
- b. Fill in **declaration for lost/mutilated passport** application.
- c. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no ear rings, no head bands.)
- d. Passport copy
- e. National ID copy
- f. Police abstract
- g. Sworn Affidavit (Obtainable from a lawyer)
- h. Payment of
  - R1734 for a lost passport
  - R1445 for a mutilated/damaged passport (See payment options above)
- i. Takes approximately 4 to 6 weeks

**4. PASSPORTS APPLICATIONS FOR MINORS BORN ABROAD** (and submit all documents in **duplicate**)

- a. Fill passport **Form 21A** completely.
- b. Fill and sign **consent letter** for minors.
- c. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no ear rings, no head bands.)
- d. Original authentication Certificate (Obtainable from the Department of International Relations, OR Tambo Building, 460 Soutspansberg Rd, Rietondale, Pretoria )
- e. Copy of authentication certificate
- f. Original and copy of RSA unabridged birth certificate
- g. Copies of both parents' passports and Kenyan ID
- h. Payment of R650 (See payment Options above)
- i. Takes approximately 4 to 6 weeks

**5. EMERGENCY TRAVEL DOCUMENTS**

**Adults:** (and submit all documents in **duplicate**)

- a. Fill in **application form** completely
- b. Police abstract
- c. Copy of national ID
- d. Copy of passport
- e. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- f. Payment of R250 (See payment options above)
- g. 72 working hours after payment

**Minors:** (and submit all documents in **duplicate**)

- a. Fill in **application form** completely
- b. Authentication certificate AND copy
- c. RSA Birth certificate AND copy
- d. Copies of parents passports
- e. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- f. Payment of R250 (See payment options above)
- g. 72 working hours after payment

**NB. The officer can ask for additional information/documentation**

The **applicants** should visit the **Kenya High Commission** before **Making Payments**.

**6. REGISTRATION OF BIRTH FOR MINORS BORN ABROAD** (and submit all documents in **duplicate**)

- a. Fill in **form BDA 1** completely.
- b. Copy of RSA unabridged birth certificate
- c. Copy of authentication certificate (Obtainable from the Department of International Relations, 460 Sospansburg, Rietondale, Pretoria)
- d. Copies of both parents' passports and Kenyan ID
- e. Payment of R150 (See payment options above)
- f. Takes approximately 4 to 6 weeks

**7. DUPLICATE BIRTH CERTIFICATE** (and submit all documents in **duplicate**)

- a. Self explanatory letter
- b. Birth certificate copy
- c. Payment of R150 (See payment options above)
- d. Takes approximately 4 to 6 weeks

**8. LETTER REPATRIATION OF DECEASED KENYANS**

- a. Copy of deceased's passport
- b. Copy of death certificate
- c. Copy of burial order
- d. Embalment certificate
- e. No payment

**9. POLICE CLEARANCE CERTIFICATES**

**Kenyan nationals:** (and submit all documents in **duplicate**)

- a. Original finger prints (Obtainable from any police station in RSA)
- b. Original Kenya national ID
- c. Payment of R250 (See payment options above)
- d. Motivation letter to CID Nairobi with your email address and telephone number
- e. Takes approximately 4 to 6 weeks

**Foreign nationals:** (and submit all documents in **duplicate**).

- a. Original finger prints
- b. Copy of national passport
- c. Copies of Kenyan permits(Stamped on passport)
- d. Payment of R250 (See payment options above)
- e. Motivation letter to CID Nairobi with your email address and telephone number
- f. Takes approximately 4 to 6 weeks

**10. NATIONAL ID's** (and submit all documents in **duplicate**)

**APPLYING FOR THE FIRST TIME:**

- a. Fill in application [form 136A \(1\)](#) and [form 136A \(2\)](#)
- b. Copy of Kenyan birth certificate
- c. Copy of passport
- d. ID copy **AND** passport copy of one of the applicant's parents.
- e. Recent 2 colour passport size photos (with white background and pictures are to show all facial features clearly, no ear rings, no head bands)
- f. Payment of R150 (See payment options above)
- g. Takes approximately 4 to 6 weeks

**LOST ID/REPLACEMENT OF ID** (and submit all documents in **duplicate**)

- a. Fill in application [form 136A \(1\)](#) and [form 136A \(2\)](#) AND
- b. Fill in [declaration form](#) for lost Kenya ID
- c. Copy of misplaced /lost ID
- d. Copy of passport
- e. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- f. Payment of R250 (see payment options above)
- g. Takes approximately 4 to 6 weeks

**11. NO IMPEDIMENT TO MARRIAGE CERTIFICATES** (and submit all documents in **duplicate**)

- a. Fill in [application form](#) completely.
- b. Copy of applicant's Kenyan birth certificate
- c. Copies of applicant's **AND** fiancée's national passports.
- d. Payment of R1600 (See payment options above)
- e. Takes approximately 3 months and above

**12. DUPLICATE MARRIAGE CERTIFICATE** (and submit all documents in **duplicate**)

- a. Fill in application [form MA11](#).
- b. Self explanatory letter
- c. Copy of lost/misplaced marriage certificate
- d. Payment of R300 (See payment options above)
- e. Takes approximately 4 to 6 weeks

**13. DUAL CITIZENSHIP LETTER**

- a. Copy of passport
- b. Letter of application.
- c. Payment of R50 (See pay options above)

**14. DECLARATION FOR DUAL CITIZENSHIP** (and submit all documents in duplicate)

- a. Fill in application [form 2](#) completely.
- b. Attach both nationals passport copies
- c. No fee required

**15. DRIVING LICENCE LETTER**

- a. Copy of valid driving license showing date of first issue.
- b. Copy of national passport
- c. Payment of R50 (See payment options above)
- d. 72 working hours after payment

**16. AUTHENTICATION OF DOCUMENTS**

- a. Original certificates
- b. Photocopies of the documents
- c. Payment of R50 per signature
- d. 72 working hours after payment

**17. CONFIRMATION LETTERS FOR DOCUMENTS**

- a. Original document AND copy
- b. Copy of passport
- c. No fee required.

**18. VISAS**

**NB:** The list of nationalities that need (or do not need) visas to enter Kenya is on this website; [www.ecitizen.go.ke](http://www.ecitizen.go.ke), therefore all nationalities that need a visa can apply [here](#) for an e-visa, **OR** submit applications at this Mission, **OR** apply at the port of entry for \$50.

- Nationals from Republic of South Africa travelling to Kenya for less than 30 days Do Not need a visa.
- Referral visa applicants should submit forms and supporting documents in triplicate, at this Mission.

**REQUIREMENTS FOR SINGLE ENTRY HOLIDAY VISA** (and submit all documents in triplicate)

- a. Fill and sign [Visa Form 22](#)
- b. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- c. Original passport

- d. Return/onward ticket
- e. Hotel booking
- f. Payment of R750 (See payment options above)
- g. Waiting period is 3-4 days.

**REQUIREMENTS FOR MULTIPLE JOURNEY VISA** (and submit all documents in **triplicate**)

(A multiple Visa allows a traveller multiple entries; not for employment or stay)

- a. Fill and sign [Visa Form 22](#).
- b. Recent 2 colour passport photos and pictures are to show all facial features clearly, no ear rings, no head bands
- c. Employers letter
- d. Invitation letter from Kenya and inviter's ID copy.
- e. Initial fee of R200 (See payment options above)
- f. Payment of R1500 on approval of application( must be paid within 30days) (See payment options above)
- g. Waiting period 4-6 weeks

**REQUIREMENTS FOR SINGLE ENTRY BUSINESS VISA**

- a. Fill and sign [Visa Form 22](#)
- b. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands
- c. Original passport
- d. Letter of invitation from Kenya and inviter's ID copy.
- e. Employers letter
- f. Payment of R750 (See payment options above)
- g. Waiting period is 3-4 days

**REQUIREMENTS FOR REFERRAL VISA** (and submit all documents in **triplicate**)

- a. Fill and sign [Visa Form 22](#).
- b. Recent 2 colour passport photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- c. Employers letter
- d. Invitation letter from Kenya and inviter's ID copy.
- e. Initial fee of R200 (See payment options above)
- f. Payment of R750 for single entry visa OR R1500 for multiple entry visa; on approval of application.(See payment options above)
- g. Waiting period 4-6 weeks

**19. EAST AFRICA TOURIST VISA ( other terms and conditions apply)**

1. Fill and sign [Visa Form 22](#)
2. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
3. Valid RSA immigration status
4. Original passport and copy
5. Return/onward ticket
6. Hotel bookings for Kenya Uganda and Rwanda
7. Payment of R2000 (See payment options above)
8. Waiting period is 3-4 days