## ORGANISATIONS YOU CAN CONTACT

There are some organisations who can give you more information about how to register the birth of your baby. These organisations do not charge for this information: it is free of charge.

### THE SCALABRINI CENTRE OF CAPE TOWN

The Advocacy Team at the Scalabrini Centre of Cape Town can provide more information on how you can register your baby's birth. To contact them, please call or send a WhatsApp 078 205 5597. You can find out more about Scalabrini at www.scalabrini.org.za.

### UCT REFUGEE RIGHTS CLINIC

Call: 021 650 5581
Email: refugeelawclinic@uct.ac.za
Visit their offices at: Kramer Law School Building, Middle Campus, 1 Stanley Road
University of Cape Town

### LEGAL RESOURCES CENTRE

Call: 021 879 2398
Email: info@lrc.org.za

Scalabrini Centre of Cape Town | Western Cape Government FOR YOU Health and Wellness | HCI foundation

# Get ready

## A GUIDE TO GETTING A BIRTH CERTIFICATE FOR YOUR BABY



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## WHAT IS THIS BOOKLET?

While you are pregnant, it is important to get ready for birth registration - because your baby will need a birth certificate. The booklet provides information on what you can do prepare for birth registration.

In South Africa, you must register your baby's birth within 30 days of giving birth.

You can still register the birth after 30 days, but it will more difficult and will take a long time.

You can contact one of the organisations at the back of this booklet for more information about this, if you need to.



***WHILE YOU ARE PREGNANT, IT IS IMPORTANT TO GET READY FOR BIRTH REGISTRATION!***

***THIS BOOKLET WAS DEVELOPED WITH SUPPORT RECEIVED FROM UNICEF THROUGH THE EU GLOBAL PROMOTION OF BEST PRACTISES FOR CHILDREN IN MIGRATION PROJECT***

EUROPEAN UNION

unicef for every child

OPTION 4

## WHAT TO DO IF YOU ARE THE FATHER OF A BABY AND THE MOTHER HAS DIED, OR IS MISSING

If you are the father of a baby and the mother died, or IS missing, it is important that you try to register the birth of your baby at the Department of Home Affairs.

1. If the mother has died, you will need to bring documents to the Department of Home Affairs including; an original death certificate of the mother, your South African or valid documents (visa, asylum document, refugee document or permanent residency), a proof of birth of your baby (maternity certificate) and a clinic card (Road to Health booklet) that the clinic provided where your baby was born, and a marriage certificate, if you were married. Bring the baby with you to the Department of Home Affairs.

2. If the mother is missing, you will need to bring documents to the Department of Home Affairs including; a social worker report, your South African or valid immigration documentation, a marriage certificate if you were married and a proof of birth of your baby. Bring the baby with you to Home Affairs.

3. However, this process can be complicated. We strongly recommend that you contact one of the organisations on the back of this flyer for more information on this, so that you can prepare the documents you might need when you go to the Department of Home Affairs.

OPTION 3

## WHAT TO DO IF YOU ARE A 'FOREIGN NATIONAL' WHO DOES NOT HAVE VALID DOCUMENTATION



If you are not a South African citizen, and you do not have valid documents (for example, an expired visa, an expired asylum document, an expired refugee document or no document at all), you cannot register the birth of your baby at the Department of Home Affairs. You must have valid documents to register the birth of your baby.

If you do not have valid documents, you must get more information about this. It is important to try to arrange this before you give birth. Please contact one of the organisations on the back of this brochure as soon as possible.



## WHAT IS BIRTH REGISTRATION AND WHY IS IT IMPORTANT?

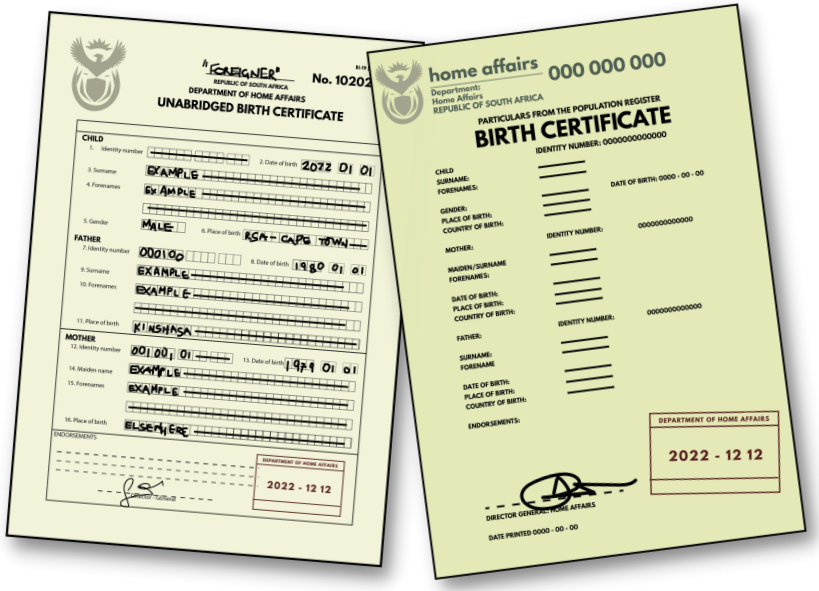
Birth registration is the process of applying for a birth certificate. When you register your baby's birth with the South African Department of Home Affairs, you will be given a birth certificate.

This birth certificate is proof that your baby was born.

Nowadays, birth certificates issued by the Department of Home Affairs include your baby's name and date of birth as well as the mother's details and the father's, or partner's details (where relevant).

A birth certificate is a very important document.

It is proof of your baby's name, and age. It is important for accessing school and clinics in the future. It is important for getting your baby identification documentation in the future, too. Life in South Africa without a birth certificate is difficult. Before you give birth, make sure you understand how you can register your baby's birth.



## OPTION 1 HOW TO REGISTER A BIRTH AS A SOUTH AFRICAN CITIZEN




If you are a South African citizen:

1. The clinic or hospital where you plan to give birth might have a Home Affairs desk inside. If you know where you plan to give birth, ask if that clinic or hospital has a Home Affairs office.

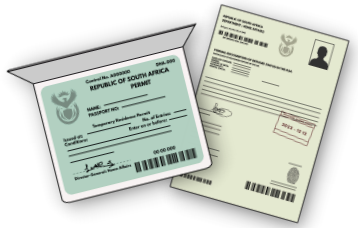
2. If there is a Home Affairs office at the clinic or hospital where you plan to give birth, prepare a packet of documents to take with you when you go to give birth. This will make birth registration easier. In this packet, put:
   - Your South African ID document and,
   - If you are married, your marriage certificate or marriage document.
   - If you are not married, and your partner or the father of your baby wants to have their name on the birth certificate, they must come to the clinic or hospital in person. They must bring their ID document, too. If your partner or father of your baby is a foreign national, he must have valid immigration documentation if he wants his name on the birth certificate. If they do not have valid immigration document, he can contact one of the organisations on the back of this flyer for more information.

3. After you give birth, the clinic will give you a proof of birth (maternity certificate) and a clinic card (Road to Health booklet).

4. With these documents, you can ask that the Home Affairs office in the clinic or hospital give you a birth certificate.

If Home Affairs does not have a desk in the clinic or hospital where you give birth, you must go to your nearest Home Affairs offices, with all the documents listed above, to register the birth of your child within 30 days of giving birth.

## OPTION 2 HOW TO REGISTER A BIRTH AS A 'FOREIGN NATIONAL' WITH VALID DOCUMENTATION




If you are not a South African citizen, but you have a valid visa or a valid asylum document or a valid refugee document or permanent residency:

1. Check that your documents will be valid at the time of giving birth. (If you have an immigration visa, make sure that both the passport and the visa will both be valid at the time you will give birth.) If your documents are going to expire near the time of birth, you must extend your documents. If you need more information about this, contact one of the organisations at the back of this booklet.

2. When you go to give birth, you must take your valid documents with you. If your partner/ the father of your baby comes with you when you give birth, they must also bring their valid documents with them.

3. After you give birth, the clinic will give you a proof of birth (maternity certificate) and a clinic card (Road to Health booklet).

4. After you give birth, you must go to the Department of Home Affairs within 30 days of giving birth. You must go to the Department of Home Affairs - not the Refugee Reception Office.

5. When you go to the Department of Home Affairs to register the birth of your baby, you must bring with you: (a) yourself and your baby. If you want your partner/the father of your baby to be on the birth certificate, they must also come with you to register the birth of the baby and have valid documents with them, (b) your valid document (c) the original proof of birth and clinic card that the clinic gave you and (d) if you are married, your original marriage certificate or marriage document.

6. When you register your baby's birth, the Department of Home Affairs will want to verify your documents. This can take some time. When you register the baby's birth at the Department of Home Affairs, they will give you a receipt of your application. You should not leave the Department of Home Affairs without a receipt. Ask for this receipt if they do not give a receipt to you. You will need it again when you come to collect the birth certificate. The Department of Home Affairs will contact you once they have verified your documents, and you can then return to collect the birth certificate.