



ONLINE APPLICATION FOR ENABLING DOCUMENTS (IDENTITY & TRAVEL DOCUMENTS) FOR REFUGEES.

- 1.1 In an effort to restore critical services to recognised refugees online services have been extended to include applications for either Identity & Travel Documents in a manner that contributes to limiting the spread of Covid-19 and ensure excellent service delivery.
- 1.2 The online service referred to in paragraph 1.1 is only limited and applicable to the dependants of recognised refugees:
- a) Who are 16 years and above who will be writing their Senior Certificate Examinations (Matric) end of this year and able to prove their dependency;
 - b) Who wish to further their studies at institutions of higher learning;
 - c) Who wish to take up employment, including
 - d) Those previously delinked from the principal applicant.

REQUIREMENTS FOR THE APPLICATION

1.3 IDENTITY DOCUMENT

- a) Copy of not less than 1 year valid Formal Recognition of Refugee Status (Section 24 Visa);
- b) School letter confirming enrolment for Senior Certificate; or
- c) Confirmation letter of Offer of Employment; or
- d) Admission letter from prospective Institution of Higher Learning; and
- e) Any supporting document.

1.4 TRAVEL DOCUMENT

- a) Letter of intention to apply for the travel document accompanied by:
 - i. copies of not less than 6 months valid Identity document or Formal Recognition of Refugee Status (Section 24 Visa);
 - ii. Confirmation letter of Offer of Employment abroad; or

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- iii. Admission letter from prospective Institution of Higher Learning abroad; and
- iv. Any supporting document
- b) Upon receipt of the application the office will schedule appointment for interview;
- c) Upon granting permission to apply for Travel Document the following will be required:
 - i. 2 X 1 Passport photographs
 - ii. Payment of R400 enrolment for Senior Certificate; or
Confirmation letter of Offer of Employment; or

1.5 PLEASE NOTE:

- a) That for both Identity & Travel Documents an automatic reply will be sent to the applicant as an acknowledgement of receipt of and application.
- b) That for Travel Document a follow up email will be sent stating the date, time and office of appointment where the applicant will go to complete the application.
- c) All the applications for ID and Travel Documents should be directed to enableddocuments.asm@dha.gov.za

ENQUIRIES CAN BE DIRECTED TO THE RELEVANT REFUGEE RECEPTION CENTRE AT THE FOLLOWING CONTACTS.

NB: Enquiries MUST only be made during the official working hours.

REFUGEE RECEPTION CENTRE	CENTRE MANAGER	CONTACT DETAILS	EMAIL
Desmond Tutu	Bangwalang Chiloane	0664730631	Bangwalang.Chiloane@dha.gov.za Peter.Madia@dha.gov.za
Musina	Jimmy Malemela	0838520104	Jimmy.Malemela@dha.gov.za
Durban	Naleen Balgobind	0828018691	Naleen.Balgobind@dha.gov.za
PE (Gqeberha)	Sabelo Ngxitho	0664872131	Sabelo.Ngxitho@dha.gov.za
Cape Town	Pp Michael Schoeman	0663007239	Michael.Schoeman@dha.gov.za

ISSUED BY DEPARTMENT OF HOME AFFAIRS