



## EMBASSY OF THE REPUBLIC OF CROATIA - PRETORIA

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### Documents required for acquiring a Croatian passport

For issuing of the **first passport** following documents are required:

- 1) two passport-size photographs (3,5 x 4,5 cm) in colour, with bright background, face should occupy about 75-80% of the photograph surface;
- 2) *domovnica* (Croatian citizenship certificate) or *rješenje o primitku u državljanstvo* (ruling of the Minister of Interior of the Republic of Croatia that you are received into Croatian citizenship);
- 3) *rodni list* or *izvadak (izvod) iz matične knjige rođenih* – that is how your birth certificate is called if you were born in Croatia (or maybe Bosnia-Herzegovina, Serbia or Montenegro); if you were born in South Africa or elsewhere, you should submit your unabridged birth certificate (original), translated into Croatian with a Seal APOSTILLE (you can obtain it from the Directorate for Consular Services of the Department of Foreign Affairs of the RSA, or any SA High Court or notary public);
- 4) proof that you have been residing in South Africa or elsewhere abroad for more than 3 months (ID, passport);
- 5) proof of payment of 1015 rands consular fee (763 rands for young people up to 27 years of age) – you can pay via internet, with credit card or send a cheque drawn to the Embassy of the Republic of Croatia as a beneficiary, or deposit it directly to our account: Standard Bank, Hatfield branch, Pretoria, branch code: 1545, account number: 011978279, and send us a copy of the deposit slip;
- 6) If you're paying in US dollars (for non-South African residents), you should pay 165 US\$ consular fee (130 US\$ for young people up to 27 years of age) into the Embassy's bank account with the same bank and branch as stated above. Dollar account number: 090228596, SWIFT code: SBZAJJ.

For issuing of a **new passport** following documents are required:

- 1) two passport-size photographs (3,5 x 4,5 cm) in colour, with bright background, face should occupy about 75-80% of the photograph surface;

- 2) Croatian passport which has expired or is inadequate (full with stamps, visas) to use;
- 3) Croatian ID (osobna iskaznica) or other document proving your identity and citizenship;
- 4) proof that you have been residing in South Africa or elsewhere abroad for more than 3 months (ID, passport).

For minors (children up to 18 years) application should be submitted by one parent. The yellow form should be signed by one parent and the child if literate. One parent should submit a proof of citizenship (copy of passport).

As for the **forms**, they should be completed in the following manner:

- 1) leave the blue form empty, except for your signature, which is to be placed inside the box at the bottom of the page, and done in black ink;
- 2) as for the yellow form, fill just the front side; circle number 1 (PUTOVNICA); ***jedinstveni matični broj građana*** is to be found in your old passport or in *domovnica* under the abbreviation JMBG (if it's not there, leave it empty)
- 3) prezime = surname; ime = first name(s); rođeno prezime = maiden name; dan, mjesec i godina rođenja = date of birth; spol = gender (sex – put M for male, Ž for female); mjesto rođenja = place of birth (if you were born abroad, state the country as well; RSA = JAR); prebivalište i adresa... = legal permanent (main) residence (address); if abroad (not in Croatia), add the country at the end);
- 4) for convenience, at the bottom of the front side, state your contact telephone number;
- 5) at the back side of the yellow paper, fill just ***datum podnošenja zahtjeva*** (date of submission of the request) and sign (***potpis podnosioca zahtjeva***).

If you have more than two Christian (given) names or surnames, before submitting your application for a new Croatian passport, you would need to give a statement (in Croatian) which name(s) you want to drop, because Croatian laws allow for maximum two given names and two surnames.