



REFERENCE: MD 13/1

CIRCULAR 5/2025

TO ALL WESTERN CAPE:

1. MUNICIPAL MANAGERS
2. ADMINISTRATIVE HEADS OF REGISTERING AUTHORITIES (R/A's)
3. MANAGEMENT REPRESENTATIVES OF TESTING STATIONS (TS's)
4. MANAGEMENT REPRESENTATIVES OF DRIVING LICENCE TESTING CENTRES (DLTC's)

NATIONAL TRAFFIC INFORMATION SYSTEM (NaTIS): IMPLEMENTATION OF CERTIFIED IDENTIFICATION DOCUMENTS IN TERMS OF THE NATIONAL ROAD TRAFFIC ACT, 1996 (ACT 93 OF 1996)

1. This circular serves to notify all RA's, TS's and DLTC's about the implementation of the mandatory requirement of a Certified Identification Document as a requirement for all transactions conducted in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000 on the National Traffic Information System (NaTIS).

"Reg 1. Definitions

In these regulations, an expression that has been defined in the Act has that meaning and, unless the context indicates otherwise—

Acceptable identification" means—

*(g) for the purposes of the identification of a person with an application in terms of regulation 8, 24 or 139 or for the purposes of the identification of a person carrying on a business and its proxy and representative, **an original certified copy** of the applicable certificate or document referred to in paragraph (a), (b), (c), (d) or (e):*

Provided that if an application, which is required to be accompanied by acceptable identification, in terms of the Act is made to a registering authority, driving licence testing centre or testing station, such application shall also be accompanied by a copy of the applicable certificate or document referred to in paragraph (a), (b), (c), (d), (e), (f) or (g) for record and filing purposes."

2. Certified Identification Documents refer to legible copies of official identification documents such as an RSA ID Book/Card, Foreign ID or Traffic Register Number Certificate, etc, that have been certified as true copies of the original by a Commissioner of Oaths, Notary, or Authorised Official, as stipulated in the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963). The certification must be dated within 3 months of submission and must contain the official stamp and signature of the certifying officer.
3. In line with the provisions of the National Road Traffic legislation, it is imperative that all applications and transactions related to motor vehicle registration, driving licences, and roadworthiness testing are supported by verifiable and authenticated forms of identification. This step aligns with the ongoing efforts to enhance the integrity and security of the NaTIS, prevent identity fraud and document tampering as well as to ensure compliance with regulatory standards.

4. The requirement for original certified identification documentation will come into effect from **1 November 2025**. Any applications not accompanied by an original certified identity document (with a valid certification of not older than 3 months) must not be accepted for the processing of any transactions applied for. All affected centres and offices are required to ensure frontline staff are informed accordingly. The display of visible notices at customer service areas informing the public of the change is important to create awareness.
5. To further guide RA's, TS's and DLTC's, the Department compiled a Frequently Asked Questions (FAQ) document marked as Annexure A.
6. Your cooperation in ensuring the smooth and effective implementation of this legislative matter is appreciated and essential for the ongoing improvement.
7. Kindly acknowledge receipt of this circular to Ms Tiffany Davids at Tiffany.Davids@westerncape.gov.za

Yours sincerely

RANDAL BARREIRO
DIRECTOR: TRANSPORT ADMINISTRATION AND LICENSING

Date: 20 October 2025

ANNEXURE A

FREQUENTLY ASKED QUESTIONS (FAQ) REGARDING THE IMPLEMENTATION OF CERTIFIED IDENTIFICATION DOCUMENTS (CIDS) FOR USE BY REGISTERING AUTHORITIES, DRIVING LICENCE TESTING CENTRES (DLTCS), AND VEHICLE TESTING STATIONS (VTSS).

Implementation of Certified Identification Documents (CIDs) *In accordance with the National Road Traffic Act, 1996 (Act No. 93 of 1996)*

1. What is a Certified Identification Document (CID)?

A Certified Identification Document is a **photocopy of an official identity document** (e.g., South African ID, Smart ID Card, Foreign ID, Traffic Register Number Certificate, etc) that has been **certified as a true copy of the original** by an authorised certifying officer such as:

- A Commissioner of Oaths (e.g., SAPS Officer, Attorney),
 - A Notary Public, or
 - An official authorised by law to administer an oath.
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2. Why is a CID now required?

The implementation of Certified Identification Documents is intended to:

- Improve **identity verification** across all Vehicle Registration and Licensing, Vehicle Testing and Driver Licensing Services,
 - Prevent **identity fraud** and impersonation,
 - Ensure **compliance** with the National Road Traffic Act and related regulations,
 - Enhance **data integrity** within the National Traffic Information System (NaTIS).
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3. When does this requirement take effect?

The requirement becomes mandatory for all applicable transactions starting from: **01 November 2025**

4. What documents must be certified?

Only **identity documents** must be certified. These include:

- Green barcoded South African ID books,

- Smart ID cards (front and back),
 - Valid passports,
 - Refugee or Asylum Seeker Permits (with a valid permit number),
 - Any other form of acceptable identification accepted for NaTIS-related services.
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5. How recent must the certification be?

The certification must be **dated within three (3) months** of the date of submission. Older certifications will not be accepted.

6. What services require submission of a CID?

A CID is required for any person requiring any NaTIS related services which include motor vehicle registration and licensing, Vehicle Testing and Driving Licence related services which includes PrDP applications and foreign driving licence conversions.

7. Can I bring the original ID instead of a certified copy?

Yes, in some cases where an **original ID is presented in person**, certification may not be required. However, **a certified copy is still required for record-keeping** purposes. Clients are therefore encouraged to bring both the original and a certified copy.

8. Must a certified copy be full colour or black and white?

Colour or black and white is acceptable if the certification is original.

9. What happens if a client submits an uncertified or expired copy?

Such applications must be:

- **Rejected**, and
 - The applicant must be informed that a **valid certified copy** of the ID document is required to proceed.
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10. Must the front and back of the ID Smart Card be certified?

Yes. Both sides must be copied and certified.

11. Can multiple IDs be presented and certified on one page?

No. IDs must be certified on separate pages. If an applicant presents a certified ID and driving licence on one page and it is for the same person, that would be acceptable.
