

LAWYERS FOR  
HUMAN RIGHTS

# HAS YOUR ID BEEN BLOCKED?



A Guide to Writing Representations to the  
Department of Home Affairs

**#UNBLOCKMYID #UNLOCKMYLIFE**

On 16 August 2024, the Minister of Home Affairs published a notice requiring **everyone with a blocked ID** to submit reasons or representations explaining why their ID should not be cancelled (i.e. deleted from the National Population Register). The deadline is 15 September 2024.

If your ID was blocked unlawfully and unfairly (as described in our previous guide titled "[Has Your ID Been Blocked?: A Guide to ID Blocking](#)"), you can use the following points to guide your representations, BUT make sure to edit them according to your specific circumstances. If your ID was blocked lawfully, your representations should focus on the specific facts of your case.

## TITLE

Write the following title at the top of the first page of your representations:



“

REPRESENTATIONS TO THE DEPARTMENT OF HOME AFFAIRS (DHA)  
REGARDING MY BLOCKED ID AND THE DHA'S NOTICE OF INTENTION  
FO CANCEL ALL BLOCKED ID'S (DATED 16 AUGUST 2024)

”

## (1) INTRODUCTION

Start with your full name and ID number. Indicate that your ID is blocked and therefore at risk of cancellation according to the DHA's the notice of intention to cancel all blocked IDs.

“

I have a blocked ID. I submit these representations to challenge the DHA's intention to cancel all blocked IDs according to the DHA's notice dated 16 August 2024.

”

## (2) PRIOR NOTICE OF INTENTION TO BLOCK

Indicate when you became aware of your ID being blocked and mention if you were not **notified in writing** of any investigation or alleged issues concerning your ID **before the block**.



“

I discovered my ID was blocked on or about [date]. I was not notified in writing by DHA of any investigation or alleged issues concerning my ID before it was blocked.

”

## (3) OPPORTUNITY TO RESPOND TO BLOCK

Highlight if you were not given a chance to respond to any investigation or alleged issues concerning your ID **before the block**.

“

I was not given a fair opportunity by the DHA to respond to any investigation or alleged issues concerning my ID before it was blocked.

”

## (4) COMMUNICATION OF OUTCOME OR DECISION TO BLOCK

State whether you received any communication from the DHA about the outcome of any investigation concerning your ID or the final decision to block your ID (including **clear written reasons for this decision**).

“

I was not informed by the DHA of the outcome of any investigation concerning my ID or the final decision to block my ID, including clear written reasons.

”

## (5) NOTICE OF RIGHT TO APPEAL OR REVIEW

Point out if you were not notified of your right to challenge the outcome or decision in an appeal or review.

“

I was not notified by the DHA of my right to appeal or seek a review of the decision to block my ID.

”

## (6) CONCLUSION

Note that the DHA's failure to follow a proper blocking process in blocking your ID in the first instance and its failure to provide specific and individualised reasons for the cancellation of your ID (opting for a blanket notice instead), affects your ability to respond effectively. State that you reserve your right to provide a supplemented/comprehensive response once DHA has corrected these issues.

“

I therefore submit that the DHA failed to follow a proper blocking process in the first instance. This makes it impossible for me to provide proper reasons or representations to oppose the cancellation of my ID.

The DHA's blanket approach is unfair as I have no specific or individualised detail concerning my case. I accordingly request an extension of the notice to cancel my ID until the DHA provides me with:

- a) proper and detailed notice of any investigation or alleged irregularity concerning my ID
- b) fair opportunity to respond to any investigation or alleged irregularity concerning my ID
- c) clear communication regarding the outcome of any investigation concerning my ID or the final decision to block my ID, including full reasons
- d) notice of my right to appeal or review the decision to block my ID, including the relevant process to follow.

”

**Please note: this is a guide to writing your representations. We suggest that you add any other relevant information, such as prior attempts to get information from DHA regarding your blocked ID or efforts to get the ID unblocked.**

## SUPPORTING DOCUMENTS

If DHA requests supporting documents, provide as many as are available to you and explain if and why you cannot provide a specific document. DHA may ask for:

- Copy of Identity Document
- Proof of Birth Registration (Birth Certificate / Confirmation of Birth / Clinic Card)
- Primary school register extract (not a school letter)
- Copy of parent's/parents' ID
- Copy of parent's/parents' death certificate in cases where parent(s) are deceased
- Copy of reference book or Dompas if once issued
- Copy of Passport/permit
- Any other form of document that that will support your representation.



**For more information on Blocked IDs, download this guide, [here](#).**



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