



Notice: SACE has suspended the walk-in process until further notice due to the COVID-19 Pandemic. No physical dropping or collection of documents is allowed at any of the SACE offices.

For all other SACE related enquiries, please send an email to info@sace.org.za

All **new applications must be done via our online portal** AND **updates via our designated emails.**

1. New applications only: Online registration

- Go to www.eservices.gov.za
- Create a profile by creating a username and password
- Receive OTP and finalise your profile creation
- Login to eservices using your password
- Scroll down to citizens and click on SACE to start the application process
- Do not apply if you do not have all the required documents. Go to www.sace.org.za and download the registration requirements
- No application will be processed without a valid police clearance certificate (name clearance and proof of application from SAPS will not be accepted)
- No application will be finalised without proof of payment (attached proof of payment even if you did an EFT) see pg 2 for banking details.
- **Note that you will not be able to pay online using a savings account/ card**
- **Note that all documents must be saved in pdf format and saved individually**
- All Registration letters will be sent to the applicant via the e-service portal.
- Registration certificates will be emailed and originals posted after Lockdown level 1

The online application process is for new application only and the process will take up to 21 working days to allow for verification of documents submitted for registration.



2. Update/ renewals and request for duplicate SACE certificate including request for a letter of good standing.

The turnaround period for processing of emailed documents is 14 working days. Should you not hear from us after 14 working days, please send an email to info@sace.org.za

- Visit SACE website on www.sace.org.za
- Download an update form (registration, then click on application forms)
- **Email the update form together with the following documents:**
- ID copy (both side if it is smart ID card) for SA citizens
- valid passport and permit for Non-SA citizens
- A valid police clearance certificate ((name clearance and proof of application from SAPS will not be accepted)
- Proof of payment for R50.00 update fee. No application will be finalised without proof of payment
- Any other outstanding documents as per your old provisional letter
- For Newly qualified teachers: Qualification certificate together with an academic record indicating that the qualification has been completed (for those who are provisionally registered
- For students' teachers: Proof of registration with the University for 2020
 - update.limpopo@sace.org.za
 - update.freestate@sace.org.za
 - update.kzn@sace.org.za
 - update.centurion@sace.org.za

NB: All documents must be saved individually and in PDF format. Pictures and screenshots will not be accepted

3. SACE banking details:

Account holder: South African Council for Educators

Bank name: Nedbank; **Branch name:** Pretoria; **Branch code:** 146245

Account no: 1462 00 1653 **Account type:** Current account

SACE Reference No: ID Number/ SACE registration number

Please send through proof of payment and ID copy to vuhlari.hlabangwana@sace.org.za; nandi.tau@sace.org.za

NB: Proof of payment must be attached to the application even if you have emailed it.