



**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](mailto: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](http://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](http://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 page 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 and registration certificates will be send via email ( make sure your email address is correct)
- Registration certificates will be emailed and originals posted after Lockdown Level 1

**The online application process is for new applications only and the process includes verification of documents submitted for registration purposes.**



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## **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 30 working days. Should you not hear from us after 30 working days, please send an email to [info@sace.org.za](mailto:info@sace.org.za)

- Visit SACE website on [www.sace.org.za](http://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](mailto:update.limpopo@sace.org.za)
  - [update.freestate@sace.org.za](mailto:update.freestate@sace.org.za)
  - [update.kzn@sace.org.za](mailto:update.kzn@sace.org.za)
  - [update.centurion@sace.org.za](mailto: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:**

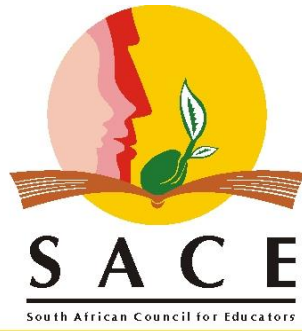
**Account holder:** South African Council for Educators

**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 [revenue@sace.org.za](mailto:revenue@sace.org.za)



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