

CIRCULAR NO: 1/2024

**TO: NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
NURSING EDUCATION INSTITUTIONS
ALL STAKEHOLDERS**

SUBJECT: ISSUANCE OF DUPLICATE/REPLACEMENT REGISTRATION CERTIFICATES

1. PURPOSE

The purpose of this Circular is to notify the National Department of Health, Provincial Departments of Health, Nursing Education Institutions (NEIs) and all Stakeholders with reference to the issuance of duplicate/replacement registration certificates by the South African Nursing Council (SANC).

2. BACKGROUND

- 2.1 The SANC as a statutory body which functions in terms of the Nursing Act, 2005 (Act No. 33 of 2005), has a responsibility to liaise and communicate with all stakeholders on matters that pertains to the profession.
- 2.2 In accordance with Section 45(1)(a)(b)(c) of the Nursing Act, 2005 (Act No. 33 of 2005) *“the Registrar may, on application by a Practitioner, issue a duplicate/replacement certificate of registration if the applicant:*
- (a) Provides proof of his/her identity to the satisfaction of the Registrar;*
 - (b) Provides an affidavit in which he or she confirms that the certificate of registration has been lost or destroyed; and*
 - (c) Pays the prescribed fee determined by the Council.”*
- 2.3 The duplicate/replacement registration certificate is only issued upon the Practitioner meeting the above criteria.
- 2.4 The SANC has been inundated with applications for the issuance of the duplicate/replacement registration certificates and in some cases, Practitioners repeatedly re-apply even when the duplicate/replacement registration certificates have been issued.
- 2.5 This practice creates a risk for the Practitioner and for the SANC as the regulator of the nursing profession.



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Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

3. COUNCIL RESOLUTION

- 3.1 The Council at its special meeting held on the 30th of November 2023, resolved that:
Duplicate/replacement registration certificate will only be issued on a **once-off basis** upon receipt of an application from the concerned Practitioner who meets the criteria as stipulated in point 2.2.
- 3.2 It must be noted that should the Practitioner reapply for the duplicate/replacement registration certificate after it was issued once, only a **confirmation letter** will be issued.
- 3.3 The duplicate/replacement registration certificate should be collected by the applicant (Practitioner) at SANC offices or alternatively the applicant may facilitate collection of the certificate by courier services company (**at own cost**). SANC Offices are in Pretoria at:
602 Pretorius Street (Cecilia Makiwane Building).
Arcadia
0083

4. IMPLICATIONS

This circular should be brought to the attention of Practitioners at all Health Establishments.

5. IMPLEMENTATION

This circular becomes implemented and valid on the date of issue. For any clarity-seeking questions in respect of this circular, you are advised to contact Ms A. Mnguni, Senior Manager: Learner Affairs at (012) 420 1065, or email address amnguni@sanc.co.za



MS S. NXUMALO
ACTING REGISTRAR & CEO
SOUTH AFRICAN NURSING COUNCIL

DATE: 2024-01-04



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