



Birth of a child in Cambodia to parents married to each other: entry in the Swiss civil status register

September 2022

Documents to submit

- Birth certificate** or **extract from the birth certificate** (not older than six months) of the child
- Foreign passport** of the child, if already existing
- Parents' passports

All documents and certificates must be submitted as **originals**. Submission is possible during counter opening hours either at the [Consular Agency in Phnom Penh](#) or at the [Regional consular center in Bangkok](#) (with [appointment](#)). Certificates issued once only (e.g. birth certificate) will be returned immediately.

Translation

Documents in Khmer language must be **translated** into French, English, German or Italian by one of the following approved translation offices:

GO CO., LTD. TRANSLATION
98C rue 108, Phnom Penh
Phone: +855 12 47 65 65 or +855 23 98 68 69
Email: go_translation@hotmail.com
Languages: en/fr/kh

PYRAMID SERVICE CO., LTD.
Phnom Penh Center, North Building, Ground Floor, Office 011, Corner of Preah Sihanouk (274) and Sotheiros (3) Blvds.
Phone: +855 17 86 35 45 or +855 23 21 75 45
Email: info@pyramidtranslate.com
Languages: en/fr/de/it/kh

CELLULE DE TRADUCTION D'URPP
1, bâtiment D de l'ILE, Université royale de Phnom Penh, Bd. de la Fédération de Russie, Phnom Penh
Phone: +855 12 78 76 65 or +855 12 31 68 46
Email: cdtdef@gmail.com
Languages: fr/kh

FIRST-CLASS SOLUTIONS LTD.
12 Street 222, Phnom Penh
Phone: +855 23 21 41 42 or +855 78 56 78 63
Email: fcmanagement@firstclass.com.kh
Languages: en/fr/de/it/kh

Embassy of Switzerland
35 North Wireless Road, (Thanon Witthayu)
Bangkok 10330

G.P.O. Box 821, Bangkok 10501

Telefon: 02 674 6900; Fax: 02 674 6901
bangkok@eda.admin.ch
www.eda.admin.ch/bangkok

Thorough verification

For the **verification** of the Cambodian documents and certificates by a lawyer commissioned by the Regional consular center, additional costs of **at least USD 330.00** will be charged. These fees have to be paid in cash and USD when submitting the documents. The exact amount depends on the number of documents and their place of issuance.

Fees

Entry of the birth in the Swiss civil status register is free of charge.

Further information

All submitted documents and certificates will be verified, legalized and sent to the competent authorities in Switzerland for registration in the Swiss Civil Registry. A delay of at least ten weeks is to be expected until the birth is registered. After this period, the civil status office responsible for your place of origin can provide information on the status of the registration and issue certificates (such as confirmation of birth) upon request.

After completed registration of the birth in the Swiss Civil Registry, an application for a Swiss passport and/or identity card may be submitted. The parents may file such an application through the website www.schweizerpass.ch.

If the Swiss parent is not registered with this Embassy as a Swiss abroad and the child will continue to live in Cambodia, registration of the child as a Swiss abroad is necessary. In such case, a completed registration form signed by both parents must also be submitted (see this representation's [website](#)).

The Embassy of Switzerland and the competent Swiss authorities reserve the right to request further documents or verifications.