



## Marriage to be performed in Switzerland

18/06/2024

### Documents to submit in person to your Swiss representation

- ☐ "Request to have a marriage performed" and "Declaration on the conditions of marriage" forms, to be filled in at the Embassy at the time of filing. The declaration must be signed personally at the counter

#### For Swiss citizens:

- ☐ Original certificate of current residence
- ☐ If available, individual certificate of civil status
- ☐ Valid passport

#### For citizens of other countries:

- ☐ Original birth certificate (+ 4 colour and 4 b/w photocopies) and a certified copy dated less than 6 months, issued by the civil status office of the place of birth (+ 7 photocopies)
- ☐ Original current civil status record:
  - a) Single: certificate of celibacy, established by civil status authority of the place of birth (+ 7 photocopies)
  - b) Divorced: divorce decree - *expedition, signification/notification, certificate de non appel* and *grosse* - that specifies when it entered into force and marriage certificate with **annotation of divorce on the marriage certificate and in its register (likewise on the birth certificate)** (+ 4 colour and 4 b/w photocopies of each document)
  - c) Widow: death certificate of deceased spouse/partner and marriage certificate **with annotation of widowhood on the marriage certificate and in its register** (+ 4 colour and 4 b/w photocopies of each document)
- ☐ Original certificate of current residence, established by civil status authority of the place of residence (+7 photocopies)
- ☐ Valid Passport (+ 2 colour photocopies and 3 b/w photocopies)

#### If the person has residence in Switzerland:

- ☐ Copy of their certificate of current residence in Switzerland
- ☐ Valid passport and if applicable, residence permit

#### For any joint children who are not yet entered in the Swiss civil status register:

- ☐ Original birth certificate (+ 4 colour and 4 black/white photocopies)
- ☐ Original official decree establishing filiation or recognition of paternity
  - a) Original declaration of recognition of the father, drawn up at the civil state office at the same time as the birth certificate in presence of the 2 parents and 2 witnesses and the child (+ 8 photocopies) **or, if applicable**
  - b) Original judgment of recognition of the child - *expedition, signification/notification, certificate de non appel* and *grosse* - (+ 8 photocopies)
- ☐ Valid passport (+ 2 colour photocopies and 3 b/w photocopies)
- ☐ A current passport pictures.

Certain documents may no longer be required if the person is already registered in the Swiss civil status register.

**The original documents are to be submitted to the Embassy** and will be returned after the finalisation of the procedure.

Additional documents may be required if necessary

## Translation

Documents that are not in a Swiss national language or in English must be translated.

## Thorough verification

As a rule, foreign civil status documents to be submitted must undergo a thorough verification of their authenticity by an approved law firm mandated. To this end, please submit the following to the Swiss representation:

- ☐ declaration form concerning voluntary verification of foreign civil status documents, duly dated and signed (the form will be handed out at the counter on the day you submit your documents).
- ☐ advance on the cost of your request for a thorough verification by a law firm approved by the Swiss representation. Any balance will be returned with an exact account. The advance can be paid:

**In Cameroon:** XAF 700,000 payable at the counter of the Swiss Embassy in Yaoundé;

**In Switzerland:** CHF 1'100 by bank transfer to:

Federal Department of Foreign Affairs FDFA, Freiburgstrasse 130, 3003 Berne,  
postal account 30-197-2, IBAN CH09 0900 0000 3000 0197 2, SWIFT/BIC POFICHBEXXX, indicating:  
**YAOUNDÉ & the names of the beneficiary.**

Additional documents may be required, depending on the conclusions of a lawyer's expert advice or the requirements of the authorities concerned in Switzerland.

**Civil status procedures are relatively long, taking at least 12 months only in Cameroon from the date of submission of the complete file.**

The conclusions of the firm's advice are not binding on the civil status authority concerned.

## Fees

The fees for this preparatory procedure amount to 99'000 XAF (variable fee). In the case of non-verification of documents to be paid at the Embassy in cash.

In the case of a transmission without thorough verification, postage costs (XAF 3500, variable fee) are to be paid at the counter of the Swiss Embassy in cash for the transmission of the file to the Swiss authorities.

If an in-depth verification is carried out, the Swiss Embassy will debit fees related to the processing of the file from the deposited advance payment.

## Submission of file - Appointment

**Filings are by appointment only.** To make an appointment, send an e-mail with scanned copies of the passports of the persons concerned to the following e-mail address: **yaounde.etatcivil@eda.admin.ch**

## Further information

Only a complete file is accepted.

### **Application for entry into Switzerland for a fiancé(e) in view of marriage**

In order to apply for family reunification in Switzerland (visa D); please join the followings supplementary documents to your file:

- ☐ extract from the criminal record - *bulletin n° 3*, dated less than 6 months (+ 6 photocopies)
- ☐ 3 completed visa applications with the exact address of residence in Switzerland and 4 current passport pictures

The related visa fees (for files with thorough verification: amount already included in the due advance fee) are as follows:

Non-EU/EFTA Citizen:     XAF 60'500 (visa fee variable)