



Marriage to be performed in Switzerland

Documents required for the marriage preparation procedure

December 2023

Documents to submit in person to the Swiss representation

The original documents are then submitted to the competent civil status authority in Switzerland and must not be older than six months. They will not be returned. Photocopies are not accepted. Additional documents may be required by the civil status authorities if necessary.

Documents available at the Consulate General

- Application for marriage preparation procedure (Form 0.34)
- Declaration concerning the preconditions for marriage (Form 0.35)

Fiancé/s residing in Hong Kong SAR or Macau SAR must complete and sign both forms together at this Consulate General in the presence of a Consular Officer. If not speaking a Swiss official language or English please consult the section "Interpreter" on page 2.

Fiancé residing in Switzerland must contact the Civil Status Office competent for their place of residence in order to complete and sign the forms. Fiancé residing in another country must contact the competent Swiss representation for this country.

For Swiss citizens living in Hong Kong SAR or Macau SAR:

- Certificate of residence
Find the correct name of the document and requirement on page 3 depending whether residing in Hong Kong SAR or Macau SAR.
- Valid Swiss passport or Swiss identity card
The passport or identity card will be returned right away
- Certificate of civil status for Swiss nationals
(Personenstandsausweis / Certificat individuel d'état civil / Certificato individuale di stato civile)
This document must be ordered at for your Swiss place of origin competent Civil Status Office.

For third national citizens living in Hong Kong SAR, Macau SAR or Mainland China:

- Original birth certificate establishing who the parents are
Find the correct name of the document and requirements on page 3 depending on whether the birth took place in Hong Kong SAR, Macau SAR or Mainland China. Page 4 contains a selection of other countries.
- Original current civil status record:
 - If single: certificate establishing the celibacy
 - If divorced: divorce decree mentioning the date of entry into force
 - If widowed: death certificate of the late spouse*Find the correct name of the document and requirements on page 3 depending on whether the birth took place in Hong Kong SAR, Macau SAR or Mainland China. Page 4 contains a selection of other countries.*
- Certificate of residence
Find the correct name of the document and requirement on page 3 depending whether residing in Hong Kong SAR, Macau SAR or Mainland China.
- Valid national passport or national identity card
The passport or identity card will be returned right away

For Swiss citizens or third national citizens living in Switzerland:

- Copy of certificate of residence
Issued by the competent Municipality (Einwohnerkontrolle / Contrôle des habitants / Controllo abitanti)
- Copy of valid national passport or national identity card

Translation

Documents that are not in a Swiss official language (German, French or Italian) or in English must be translated.

Interpreter

If you do not understand any Swiss official language (German, French or Italian) or English you will need to bring along a person, who is able to translate during the appointment at the counter into your mother tongue, as this Consulate General does not provide translation services.

Fees

The consular fees for processing a marriage application vary from case to case and may differ if documents not from Honk Kong SAR or Macau SAR must be verified/legalized by another Swiss representation.

In standard cases, following fees are collected (in HKD at the exchange rate the day of appointment):

Marriage preparation fees:	CHF	150.00
Required time (min. 1h):	CHF	150.00
Postage (Abroad > CH):	CHF	5.00

Please be aware that there will be also additional fees collected directly by the Swiss Civil Status Office.

Procedure and delays

Once you have all documents mentioned in this checklist ready, please kindly contact our representation in order to arrange an appointment.

Your application for marriage preparation procedure will be then forwarded to the competent Civil Status Office in Switzerland:

- if one fiancé is living in Switzerland: Civil Status Office competent for their place of residence;
- if both fiancés are living abroad: Civil Status Office of their choice.

Kindly note that the process can take 3 to 5 months, particularly if documents must be verified by another Swiss representation before being forwarded in Switzerland. We recommend you then to contact the competent Swiss Civil Status Office well ahead of time in order to check on the availability of your preferred wedding date.

Surnames

After a marriage performed in Switzerland, each of the spouses retains their own surname(s) if they do not file a declaration that they have chosen to take a common surname.

Non-Swiss citizens must find out from the authority concerned in their country of origin whether they can choose to bear the surname(s) of their Swiss spouse.

Visa requirements

Taking up residence in Switzerland following marriage

A type D National visa may be required. The application can be made at the same time as submitting documents to our consulate. Please contact our representation for further information.

Not taking up residence in Switzerland following the marriage

Visa requirements differ depending on the passport. Please contact our representation for further information.

Documents specific to Hong Kong SAR, Macau SAR and Mainland China

Hong Kong SAR	Birth	<input type="checkbox"/> Certified copy of an entry in a Register of births issued by Births & Deaths Registration
	Civil status	
	<i>If single</i>	<input type="checkbox"/> Certificate of Registered Particulars issued by Immigration Department Must contains: name and other aliases, date of birth, place of birth, nationality, marital status, current residential address
	<i>If divorced</i>	<input type="checkbox"/> Decree Nisi issued by District Court and <input type="checkbox"/> Certificate of making Decree Nisi Absolute issued by District Court
	<i>If widowed</i>	<input type="checkbox"/> Certified copy of an entry in a Register of deaths issued by Births & Deaths Registration
Residence	<input type="checkbox"/> Certificate of Registered Particulars issued by Immigration Department Must contains: name and other aliases, date of birth, place of birth, nationality, marital status, current residential address	

Macau SAR	Birth	<input type="checkbox"/> Certidão de Nascimento (<i>birth certificate</i>) issued by Conservatória do Registo Civil
	Civil status	
	<i>If single</i>	<input type="checkbox"/> Certidão negativa de registo de casament (<i>no marriage registration certificate</i>) issued by Conservatória do Registo Civil or <input type="checkbox"/> Affidavit legalized by a public notary.
	<i>If divorced</i>	<input type="checkbox"/> Certidão do registo de divórcio (<i>registration of divorce certificate</i>) issued by Conservatória do Registo Civil and <input type="checkbox"/> Juízo Cível – Certidão (<i>Civil court certificate</i>) issued by Tribunal Judicial de Base
	<i>If widowed</i>	<input type="checkbox"/> Certidão de óbito (<i>death certificate</i>) issued by Conservatória do Registo Civil
Residence	<input type="checkbox"/> Certificado de residencia (<i>certificate of residence</i>) issued by Serviço de Migração	

Mainland China	Birth	<input type="checkbox"/> Birth certificate with names of the parents (notarial certificate of birth), issued by a public notary
	Civil status	
	<i>If single</i>	<input type="checkbox"/> Declaration of your current civil status (affidavit), certified by a public notary
	<i>If divorced</i>	<input type="checkbox"/> Divorce certificate (notarial certificate of divorce), issued by a public notary, if divorced at the Chinese civil registration office or <input type="checkbox"/> Divorce decree, notarized by a public notary, if divorced in court. <input type="checkbox"/> In case of divorce by means of legal mediation by the court, a notarized certificate of legal effect must also be submitted.
	<i>If widowed</i>	<input type="checkbox"/> Death certificate (notarial certificate of death) of the deceased spouse, issued by a public notary
Residence	<input type="checkbox"/> Certificate of residence, issued by a public notary	
Legalization/ Translation	Documents that are not in a Swiss official language (German, French or Italian) or in English must be translated in one of this language and notarised by a Notary Public Office Mainland Chinese civil status documents must bear an Apostille issued by the Chinese Ministry of Foreign Affairs (for Beijing Municipality as well as Ningxia, Tianjin, Tibet, Qinghai and Xinjiang) or by a Chinese Foreign Affairs Office (for other Municipalities and Provinces). Further information about legalization and/or translation – as well as a complete list of the Chinese Foreign Affairs Offices issuing Apostille – can be enquired at: Embassy of Switzerland in China: www.eda.admin.ch/beijing Consulate General of Switzerland in Guangzhou: www.eda.admin.ch/guangzhou Consulate General of Switzerland in Shanghai: www.eda.admin.ch/shanghai	

Documents specific to a selection of countries

Philippines	Birth	<input type="checkbox"/> Birth certificate issued by the Philippine Statistics Authority (PSA) If birth was registered late (more than 30 days after the date of birth): <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate issued by the Local Civil Registrar's Office <input type="checkbox"/> Original Certificate of Baptism <input type="checkbox"/> Original Grade Card, Transcript of Record or other school certificates
	Civil status	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of no marriage "CENOMAR" issued by PSA
	<i>If single</i> <i>If divorced</i> <i>If widowed</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Advisory on Marriages "CEMAR" issued by the PSA <input type="checkbox"/> Annotated Marriage Certificate issued by the PSA <input type="checkbox"/> Certified true copy of Court Decision/Order/Decree and Certificate of Finality of the annulment/recognition of foreign divorce of marriage. <input type="checkbox"/> Certificate of Advisory on Marriages "CEMAR" issued by the PSA <input type="checkbox"/> Death Certificate issued by the PSA
Legalization/ Verification/ Translation	Philippine documents must bear an Apostille issued by the Department of Foreign Affairs. Legalization, verification and translation requirements must be enquired at: Embassy of Switzerland in Philippines: www.eda.admin.ch/manila	
Indonesia	Birth	<input type="checkbox"/> Copy of previous/old family card(s) (Kartu Keluarga) <input type="checkbox"/> Original newest and actual family card (Kartu Keluarga) <input type="checkbox"/> Copy of initial birth certificate <input type="checkbox"/> Excerpt of birth certificate (Kutipan Akte Kelahiran) issued by Kantor Catatan Sipil
	Civil status	<input type="checkbox"/> Attestation (Surat Keterangan), issued by the Kantor Urusan Agama/KUA, mentioning civil status, address, and nationality
	<i>If divorced</i> <i>If widowed</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Divorce certificate (Kutipan Akte Perceraian) <input type="checkbox"/> Divorce decree (Putusan Pengadilan), issued by the Religious Court (Pengadilan Agama) or by District Court (Pengadilan Negeri) <input type="checkbox"/> Death Certificate (Kutipan Akte Kematian) issued by Kantor Catatan Sipil
Legalization/ Translation	Indonesian documents must bear an Apostille issued by the Ministry of Law and Human Rights. Legalization and/or translation requirements must be enquired at: Embassy of Switzerland in Indonesia: www.eda.admin.ch/jakarta	
Japan	Birth	<input type="checkbox"/> Japanese family register extract (Koseki Touhon [Zenbu Jikou Shoumei])
	Civil status	<input type="checkbox"/> Marriage eligibility certificate (Youken Gubi Shoumeisho)
	<i>If divorced</i> <i>If widowed</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Divorce decree (Rikon Todoke no Juri Shoumeisho) or family register excerpt, from which the legally effective divorce date can be seen <input type="checkbox"/> Death certificate (Shibou Todoke no Juri Shoumeisho) or family register extract in which the death is recorded.
Legalization/ Translation	Japanese documents must bear an Apostille issued by the Ministry of Foreign Affairs. Legalization and/or translation requirements must be enquired at: Embassy of Switzerland in Japan: www.eda.admin.ch/tokyo	
Thailand	Birth	<input type="checkbox"/> Birth certificate (Tho. Ro. 1 or Tho. Ro. 19) If the family names of the parents are not mentioned, they must be stated in the civil status certificate. A birth confirmation certificate (Tho. Ro. 20/1) can be presented if neither Tho. Ro. 1 nor Tho. Ro. 19 can be obtained.
	Civil status	<input type="checkbox"/> Civil status certificate If the civil status "single", "divorced" or "widowed" is not clearly stated on the certificate, an investigation report by the Central Registry Office is also required
	<i>If divorced</i> <i>If widowed</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Extract of the divorce register (Kho. Ro. 6) <input type="checkbox"/> Certificate of Advisory on Marriages "CEMAR" issued by the PSA <input type="checkbox"/> Death Certificate (Kho. Ro. 5)
Legalization/ Translation	Thai documents must be legalized by the Ministry of Foreign Affairs of Thailand. Legalization and translation requirements must be enquired at: Embassy of Switzerland in Thailand: www.eda.admin.ch/bangkok	
Other countries	The above list is only a selection of countries based on the frequent cases this Consulate process. If one of the fiancés was born in a country not listed in this document, please contact our representation. Prior information can also be obtained from the relevant Swiss representation: https://www.eda.admin.ch/eda/en/fdfa/representations-and-travel-advice/schweizer-vertretungen-im-ausland.html	