



Change of name in Denmark: entry in the Swiss civil status register

15.06.2022

Documents to submit

- Certificate** regarding **change of name and surnames*** (Attestation af Navneændring or Personattest).
- Certificate of residence*** at time of change of name (Bopælsattest). Please note that all change of name must be listed (namn history).
- If domiciled in Switzerland, a copy of the Certificate of residence.
- A copy of the passport (pages with personal data and signature).

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

All documents, certificates and certified copies must be submitted **as originals** (exception: copies of passports).

All Danish documents (marked with *) must be stamped and signed in original by the issuing/competent authority.

In Denmark, usually electronically sent documents are not accepted. They must be stamped and signed by the Danish authorities.

Translation

Documents in Danish, English, German, French or Italian are accepted.

Fees

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

Further information

If civil status documents do not come from Denmark or Switzerland, please contact the Regional Consular Centre in Stockholm beforehand. Depending on the origin of the documents, different regulations apply and the processing can take more time.

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Please be informed that civil status affairs have to be registered chronologically in the Swiss Civil Register.

All submitted documents and certificates will be verified and sent to the competent authorities in Switzerland for registration in the Swiss Civil Register. A delay of **at least two months** is to be expected until the change of name is registered. After this period, the [civil status office](#) responsible for the Swiss national's place of origin can provide information on the status of the registration and issue certificates upon request. The Regional Consular Centre informs the involved person by email, as soon as the civil status authorities decided about the inscription in the Register.

Only after the completed registration of change of name in the Swiss Civil Register, an application for a Swiss passport and/or Identity card may be submitted. You may file such an application through the website www.schweizerpass.ch. (Passport and identity card for Swiss citizens living abroad > online application).

Should you have any questions, please do not hesitate to contact the Regional Consular Centre in Stockholm by e-mail or telephone.

Where to obtain the documents

Certificate regarding change of name (Attestation af Navændring or Personattest)

→ Church Administration (Sogn) or municipality at place of residence

Certificate of residence (Bopælsattest)

→ Borger Service (Folkeregister) at place of residence