



GHANA: Change of name in Ghana

December 2023

Procedure and documents to be submitted

Three steps for obtaining a legal name change in Ghana.

1. To begin, a person must possess proof, such as a birth certificate, of their current name. With this evidence, the person must then take it to swear an affidavit before the Commission of Oaths, a Ghanaian court.
2. Once this is done, the individual goes to the Office of the Judicial Secretary, where the affidavit is signed/endorsed.
3. For the third and final step, the individual must have the changed names published in the Ghanaian Gazette. It is only after the new name is gazetted that it is considered legally changed. A passport with the new name may be obtained.

Documents

- Statutory declaration regarding the change of name legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>).
- "Certified Copy of Entry in Register of Birth" mentioning the name before the change of name
- Gazette (booklet) in original
- Passport old and actual

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:

- [Questionnaire adult](#) and one passport photo (with white background)

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

The approved law firm mandated may take several months to verify the civil status documents thoroughly. The conclusions of the firm's advice are not binding on the civil status authority concerned.

Translation

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

Information

Please send the all the requested documents as a **scan in PDF format (good quality)** by e-mail to the Embassy of Switzerland in Accra at accra@eda.admin.ch. After our check, you will be asked to submit the original documents (except your passport) to the Embassy of Switzerland in Accra.

After verification of the documents through our lawyer, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

Fees

The entry of a name change in the Swiss civil status register is free of charge.

The cost of the procedure including the verification of the documents through the lawyer and the legalization and transmission of the documents will be communicated after the submission via e-mail of the documents in PDF format. The fees have to be paid at the Embassy during the submission of the original documents.

Total fees to be paid are between GHS 3'000 and GHS 9'000. As mentioned, they include the lawyer's verification fee which varies depending on the region where the documents have been issued and the region where the investigator will have to travel to in order to proceed with the interviews and varies depending on the number of documents to be verified.

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