



## Birth of a child in Ghana of a Swiss and foreign parent – not married: Entry in the Swiss civil status register

March 2022

### Information

Please send the all documents as a **scan in PDF format (good quality)** by e-mail to the Swiss Embassy in Accra at [accra@eda.admin.ch](mailto:accra@eda.admin.ch). After checking the documents, you will be asked to send the original documents (except your passport) to the Swiss Embassy in Accra. After examination of the documents, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

### Documents to submit

#### Documents from child

- Certified copy of entry in register of birth (extract in original and not older than 6 months) together with baptism certificate or any other birth related evidence.
- Copy of passport

If applicable:

- Custody order done at the court – (extract in original not older than 6 months) including the judgment (extract in original and not older than 6 months) as well as the affidavit

#### Documents from foreign parent

- Certified copy of entry in register of birth (extract in original and not older than 6 months) together with baptism certificate or any other birth related evidence
- Copy of passport

In case the foreign parent has never been married:

- Affidavit regarding civil status and residence at the moment of birth of the child as well as present time: done by the head of family of the foreign parent (usually biological father or mother) at a notary public/law firm (chosen by the applicant) and legalised by the Ministry of Foreign Affairs and Regional Integration. The declarant must present an identity document (with photo and signature – equal passport/identity card) when the affidavit is being done. A copy of the identity document must be added to the affidavit. The declaration must not be older than 6 months.

Further to submit in case the foreign parent is:

- Married: marriage certificate (true certified copy not older than 6 months)
- Divorcee: Court judgement regarding divorce.
- Widow / Widower: Death certificate of deceased spouse.
- Affidavit regarding residence before the present marriage, done by the Head of family of the foreign spouse (usually biological father or mother) at the law firm mentioned overleaf. The declarant must show an identity document when the affidavit is done.

## Documents from Swiss parent

- Copy of passport

## Translation

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

## Legalisation

All the statutory declarations must be legalised by the MFA before being submitted to the Swiss representation:

### Ministry of Foreign Affairs and Regional Integration

Post Office Box M53,  
No. 5 Agostino Neto Rd. Liberation Avenue,  
Airport Residential Area,  
Accra - Ghana  
<https://www.mfa.gov.gh>

## 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:

- From foreign parent: Questionnaire regarding verification + legalisation of documents and one passport photo (with white background)
- Questionnaire for Swiss parent, residing in Switzerland
- For child: Questionnaire regarding verification + legalisation of documents 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.

## Fees

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

The cost of the legalization of the documents will be communicated to you after the submission of the documents (scanned in PDF format). Local fees involved to be paid at the Embassy during submission of documents (see below for other option).

Total fee to be paid are between GHC 2560 and GHC 4500 out of which lawyer's fee depending on the region are between GHC 1380.00 and GHC 3815.00 for 3 documents. Additional documents will be charged (GHC 230.00 per piece). Fees are as of today and can change based on exchange rates.

The family members living in Switzerland have the possibility to pay an advance fee of CHF 1000.00 in Switzerland; either to the Swiss authorities of the civil registrar (for Swiss nationals), or to the Police of foreign nationals of the Canton of residence (for foreigners living in Switzerland).

Any balance will be refunded by the concerned authorities in Switzerland or by the Embassy abroad after closing the case.

**Embassy of Switzerland for Ghana, Benin and Togo**  
Hilla Limann Hwy/ King Tackie Avenue  
corner of Kenneth Kaunda Rd  
P.O. Box 359 GPO  
North Ridge, Accra (Ghana)  
Phone.: +233 30 222 81 25  
[accra@eda.admin.ch](mailto:accra@eda.admin.ch)  
[www.eda.admin.ch/accra](http://www.eda.admin.ch/accra)