



Birth of a child in India to parents married to each other: entry in the Swiss civil status register

February 2022

Documents to submit

- original birth certificate of your child, issued by the Registrar of Births & Deaths, with the names of the child and both parents (full names) ¹
- if you have a Swiss family certificate/book and you would like to have it updated, please submit the original to your representation.
- copy of the passports of the parents

The original documents will be 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.

Translation

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

Legalisation

Indian civil status documents have to be legalised by the Home Ministry of the state where the certificate had been issued. Thereafter they have to be legalised with an Apostille by the Ministry of External Affairs before being submitted to the Swiss representation. Please find the contact details of the Legalisation/Apostille offices here: <https://www.mea.gov.in/apostille.htm>

If you opt for a voluntary verification, a legalisation of the documents is not required.

Voluntary verification

Your official documents might have to be verified by the Swiss representation, which will take around 3-4 months. The decision to do so will be taken by the authorities in Switzerland after having received your file. The majority of cantons require a verification. In order to speed up the processing of your file, the Embassy can do this verification process before sending the file to Switzerland. 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
- questionnaire for the verification of civil status documents
- advance on the cost of your request for a voluntary verification (see “Fees” below)

Additional documents may be required, depending on the circumstances or the requirements of the authorities concerned in Switzerland.

Fees

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

If you would like to do opt for a voluntary verification, an advance payment of INR 80'000 (CHF 1'000) is required. An account statement of the expenses will be sent to you after completion of the process and the remaining balance will be reimbursed.

Further information

- Laminated documents are not accepted.
- Full names have to be written on the certificates. Abbreviations of names are not accepted. The name of one person should be the same on all the documents submitted.
- Once your file is complete, it will be forwarded to Switzerland within 2-3 weeks for the registration in the Swiss central civil registry. The decision if your child acquires the Swiss nationality by birth or not will be taken in Switzerland.
- Once the registration is done, you may apply for a Swiss passport on behalf of your child on www.schweizerpass.ch.

¹ In the event where the birth has not been registered, an application for a "late registration" has to be made with the Registrar of Births & Deaths. In case the name of the child is not mentioned on the birth certificate, a supporting affidavit by the parents confirming name of the child has to be submitted. Please note, that a certificate of Baptism and / or a School (Transfer) can only be accepted as supporting documents and not as a substitute for the birth certificate.

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