



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

01.11.2023

### Documents to submit

- Excerpt of birth certificate (*Kutipan Akte Kelahiran*). The latest format is recognized by the fact, that it is not older than 6 months, electronically signed (QR code), issued by the Civil Registry Office (*Kantor Catatan Sipil*) and provided with an Apostille, issued by the Ministry of Law and Human Rights (*Kementerian Hukum dan HAM*)
- Duly completed and signed "Birth Registration" form, published on the website of the Embassy
- Swiss family certificate/book should you like to have it updated
- Copy of passport of the parents

The original documents are submitted to the civil status authority concerned in Switzerland and will not be returned. Photocopies and laminated documents or documents legalized by a notary public are not accepted. Additional documents may be required if necessary.

### Apostille

All Indonesian civil status documents must be apostilled by the Ministry of Law and Human Rights before being submitted to the Swiss representation.

#### Contact details of the Offices for Apostille

##### *Public Service of General Legal Administration*

Gedung Cik's

Jl. Cikini Raya No. 84-86 Jakarta Pusat

Phone : +62-21-1500105

Website : <https://ahu.go.id/>

E-mail : [cs@ahu.go.id](mailto:cs@ahu.go.id)

##### *Subfield of General Legal Administration*

Regional Office of Ministry of Law and Human Rights in Bali

Jl. Puputan Niti Mandala, Renon, Denpasar

Phone : +62-361-224856

WhatsApp : +62-8112888770

Website : <https://bali.kemenkumham.go.id/>

E-mail : [kanwilbali@kemenkumham.go.id](mailto:kanwilbali@kemenkumham.go.id)

### Fees

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

## Further information and application for Swiss identity documents

The processing time for the registration in Switzerland may take 6 to 12 weeks. The Embassy will inform the parents once the birth is registered.

A Swiss passport for the child can only be issued after the birth is duly registered in the Swiss civil status registry. The passport can be ordered on the following website: [www.schweizerpass.ch](http://www.schweizerpass.ch).