



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

07.07.2023

Documents to submit

- Filled out, dated and signed form “Conformation concerning the spelling of my child’s name in Latin letters” (see last page or available by email astana@eda.admin.ch)
- 2 copies of the Swiss parent’s passport (pages with personal data and signature)

From your child:

- Birth Certificate with parents’ names*** (Туу туралы куәлік / Свидетельство о рождении) (if born in another country, please check with the [Embassy of Switzerland in Astana](#) for further information)
- 2 passport copies (pages with personal data and signature)

The above-mentioned certificates/documents are required in original (unless stated otherwise). **Please note that this is not an exhaustive list. If necessary, the applicant may be requested to present additional documents.**

Translation

The documents, which are not already in a Swiss language (German, French or Italian), require a **translation into German, French or Italian by an official translator. The current name and given name/s must appear on the translation in the same order/spelling as they appear in the international passport.**

Apostille according to The Hague Convention

*) The certificates marked in **italic and yellow must have an apostille** according to [The Hague Convention](#). This apostille can be obtained in Kazakhstan with the following authority: Ministry of Justice of the Republic of Kazakhstan; 8, Mangilik Yel Avenue; 010000 Astana; Kazakhstan Email: kanc@adilet.gov.kz; General web site: <http://adilet.gov.kz>

Fees

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

Submitting civil status certificates/documents with the Embassy of Switzerland in Astana for registering with the competent civil status authority in Switzerland:

By post/courier service

Please send the on the first page mentioned certificates/document by post/courier service but please be aware that **this Embassy does not assume any liability for the loss of documents submitted by post/courier service.**

In person

Kindly note that an **appointment is mandatory** if you wish to submit certificates/documents for registering civil status matters in person with this Swiss representation abroad. Appointments can be scheduled by email astana@eda.admin.ch.

The aforementioned certificates/documents for registering civil status matters will be transferred to [the competent civil status authority](#) for registering. Please note that it takes its time until it is registered in Switzerland. Swiss authorities must confirm the registration of the birth of a child prior to an [application for a Swiss passport or identity card](#).

Please take note that it is mandatory to register Swiss civil matters for Swiss nationals or if you or your partner is related to a Swiss national through birth in Switzerland or previous marriage. Not updating civil status matters can cause delays in ordering new Swiss identity papers (Swiss residency permit, Swiss passport or Swiss ID card) or receiving pension money from Switzerland and loss of Swiss citizenship for not registered children. Please take note of the Swiss bylaw regarding civil status matters art. 39 ([Zivilstandsverordnung \(ZStV\)](#) / [Ordonnance sur l'état civil \(OEC\)](#)):

Swiss citizens as well as foreign citizens who are related to a Swiss citizen through marriage, divorce, birth etc., must register all their civil status changes with the competent Swiss authorities abroad.

If you are unable to provide one or more previously mentioned certificates/documents, please check with the [Embassy of Switzerland in Astana](#) for further information.

Confirmation

Concerning the spelling of my child's name in Latin letters

To be filled out in order to register a birth with the Swiss civil status authorities.

Please write in Latin BLOCK LETTERS

In order to avoid any disagreement with my child's name transliteration from the Cyrillic alphabet into the Latin alphabet, I

Last name: _____

First name(s) _____

Date of birth: _____ (dd/mm/yyyy)

Place of birth: _____ (city, province, country)

Citizenship(s): _____

herewith confirm my child's name in Latin letters as followed:

Child's first name in Latin letters _____

Child's last in name in Latin letters _____

Child's date of birth: _____ (dd/mm/yyyy)

Child's place of birth in Latin letters: _____ (city, province, country)

Child's citizenship(s) in Latin letters: _____

The Swiss representation abroad forwards the parents' wishes concerning the spelling of their child's name(s) to the Swiss authorities. However, the final decision lies solely with the competent civil status authority in Switzerland.

I am aware that a fee might apply if my child's name(s) as written above are registered in the Swiss civil status registry (Infostar) and I want to change the spelling afterwards.

Date, Place

Signature