



Marriage to be performed in Switzerland

April 2024

Documents to submit to the Swiss representation in Beijing

- Form «Application to carry out the preparatory procedure for marriage»
<https://www.eda.admin.ch/countries/mongolia/en/home/services/zivstand/heirat-eingetragene-partnerschaft/heirat-partnerschaft-ch.html>

For the person residing in Switzerland:

- Photocopy of a valid passport or identity card
- Photocopy of residence permit (for foreigners living in Switzerland)
- Indication of the residence address or current residence certificate
- Indication of the place of marriage in Switzerland (address of the civil registry office)

Foreign nationals living in Switzerland who are not yet registered in the Swiss civil status register also require a birth certificate and a civil status certificate. Please contact us for more information.

For foreign citizens in Mongolia:

- Original birth certificate (Tursnii gerchilgee) or extract from the birth register (Tursnii burtgeliin lavlagaa) establishing who the parents are
- Original current civil status certificate(s)
 - a) Civil status certificate (Gerlesnii burtgelgui lavlagaa)
 - b) Certificate of dissolution of marriage (Gerlelt tsutslaltiin gerchilgee) and, if applicable, divorce decree (Gerlelt tsutsalsan shuuhiin shiidver), if divorced
 - c) Death certificate (Nas barsnii gerchilgee) of the deceased spouse, if widowed
- Original certificate of current residence (Orshin suugaa gazriin todorhoilolt)
- Valid passport or identity card

For any joint children who are not yet entered in the Swiss civil status register:

To be submitted in case of paternity acknowledgement:

- Original birth certificate (Tursnii gerchilgee) with annotation of child recognition
- Photocopy of the foreign valid passport or identity card, if available

To be provided in case of judicial determination of paternity:

- Original birth certificate (Tursnii gerchilgee) or extract from the birth register (Tursnii burtgeliin lavlagaa) establishing who the parents are
- Original declaratory judgment that specifies when it entered into force (Etseg eh togtoolgoson tuhai shuuhiin shiidver), issued by the competent court in civil cases
- Photocopy of the foreign valid passport or identity card, if available

The original documents are 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 neither in a Swiss national language (German, French or Italian) nor in English must be translated.

Apostille

All foreign civil status documents must be apostilled by the Mongolian Ministry of Foreign Affairs in Ulaanbaatar before being submitted to the Swiss representation:

Address of Mongolian Ministry of Foreign Affairs

Consular Department
Ministry of Foreign Affairs
Peace Avenue – 7a
Ulaanbaatar 14210, Mongolia

Phone: + 976-7008 2222 / +976-51-362-305
Fax: + 976 11 322127
E-mail: dep10@mfa.gov.mn
Homepage: <http://www.consul.mn/>

With application for settlement in Switzerland (visa preparation for marriage)

The application for an entry permit for the purpose of marriage and residence must be submitted to the Swiss migration authorities via the Swiss representation. It can be submitted at the same time as the marriage preparation application documents. A processing time of 2 to 3 months is to be expected.

Please proceed as follows:

Step 1: Make an appointment with the company VFS Global via the following website: <https://visa.vfsglobal.com/chn/en/che>. This appointment is mandatory.

Step 2: Appear 1 hour before the visa appointment at the counter of the chancellery of the Swiss representation in Beijing, where you will submit the marriage preparation application with all the above-mentioned documents.

Step 3: After completing this preparatory procedure, you will submit your visa application at the visa section counter at the agreed time. For the visa application, you have to submit all documents according to our visa leaflet «**Marriage**». The leaflet and the visa application form are available on our homepage under the heading «[Documentation to submit with a national visa application](#)».

The cantonal migration offices can ask for additional documents.

Fees

The fees for this preparation procedure currently amount to CHF 305.00. A separate fee has to be paid for the visa application.

The fees can either be paid to the FDFA postal account in Switzerland in CHF or at the counter of the Swiss Embassy in Beijing, in local currency.