



After your marriage performed in Mongolia: Entry in the Swiss civil status register

September 2022

Documents to submit to the Swiss representation in Beijing

For Swiss citizens:

- Original Mongolian marriage certificate (Gerleltiin gerchilgee)
- Photocopy of a valid passport or identity card
- Indication of the residence address

For foreign spouses:

- 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) **before** marriage
(this document must be obtained before marriage)
 - 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)
- Photocopy of a valid passport or identity card

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

- Original birth certificate (Tursnii gerchilgee) or extract from the birth register (Tursnii burtgeliin lavlagaa) establishing who the parents are
- Photocopy of the foreign valid passport or identity card, if available

Certain documents may no longer be required if the person is already registered in the Swiss civil status register. If the joint child was born before the marriage, please contact the Swiss representation in Beijing.

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.

Application for settlement in Switzerland (Family reunion)

The application for an entry permit for the purpose of residence / family reunion must be submitted to the Swiss migration authorities via the Swiss representation. A processing time of 2 to 3 months is to be expected. Please contact for more information the visa section of the Swiss Embassy in Beijing (beijing.visa@eda.admin.ch).

Translation

Documents that are not in a Swiss national language (German, French or Italian) or 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/>

Fees

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

Submission of documents

The documents can be submitted to the Swiss Embassy in Beijing by mail or in person. It is also possible to submit the documents to the Swiss SDC office in Ulaanbaatar. In any case, please contact the Swiss Embassy in Beijing in advance (beijing.kanzlei@eda.admin.ch).