



## Adoption in the Philippines: entry in the Swiss civil status register

March 2025

### Documents to submit

The following documents must be submitted:

- Original Birth Certificate after adoption** issued by the Philippine Statistics Authority (PSA) with Apostille from the Department of Foreign Affairs (DFA), not older than six months
- Certified true copy of Order of Adoption** issued by the National Authority for Child Care (NACC) with Apostille from the Department of Foreign Affairs (DFA). Apostille not older than six months
- Certified true copy of Certificate of Finality** issued by the National Authority for Child Care (NACC) with Apostille from the Department of Foreign Affairs (DFA), Apostille not older than six months
- Copy of child's valid Philippine passport after adoption
- Copy of valid passport of the adoptive father
- Copy of valid passport of the adoptive mother

The original documents will be sent to the civil status authority concerned in Switzerland and will not be returned. Additional documents may be required if necessary.

### Translation

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

### Submission of documents to the Embassy

Personal appearance is not required. You may send the documents to the Embassy via courier such as LBC.

### E-Apostille and e-certificates

The Philippines now issues e-Apostilles and e-Certificates. However, the competent authorities in Switzerland may still request for the original and physical documents.

### Thorough verification

The authenticity of the Philippine documents will be verified with the competent local authorities before transmission to the competent civil status office in Switzerland.

Additional verification, documents and fees may be required through an external service.

The registration of adoption in the Swiss civil register can take a minimum of 12 months, if all documents are in order. The competent civil status authority is not bound by the outcome of the verification when making its decision.

## Fees

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

## Further information

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- Please note that incomplete documents will not be accepted.
- For documents which require a translation, you may contact an official translator of your choice, or you may refer to our list of translators:  
<https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html>

Embassy of Switzerland  
24th Floor, BDO Equitable Tower  
8751 Paseo de Roxas  
1260 Makati City, Metro Manila  
Philippines  
Tel. (+63 2) 8845 45 45, loc.2  
[manila@eda.admin.ch](mailto:manila@eda.admin.ch)  
[www.eda.admin.ch/philippines](http://www.eda.admin.ch/philippines)