



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

March 2025

Documents to submit

The following documents must be submitted:

- ☐ **Original Birth certificate*** issued by the Philippine Statistics Authority (PSA), with apostille from the Department of Foreign Affairs (DFA), not older than six months
- ☐ **Copy of valid foreign passport** of the child, if available
- ☐ **Copy of parents' valid passports**
- ☐ **Filled out Information Sheet for Birth Registration in Switzerland:**
https://www.eda.admin.ch/content/dam/countries/countries-content/philippines/en/Registration_Infosheet_2024.pdf

**If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- ☐ *Birth Certificate issued by the Local Civil Registrar's Office*
- ☐ *Original Certificate of Baptism/Dedication*
- ☐ *Original Grade Card, Transcript of Record or other school certificates*

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

No translation is required.

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 birth in the Swiss civil register can take a minimum of 4 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

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

Further information

- Please note that incomplete documents will not be accepted.
- Birth registration in the Swiss civil status register is only possible if the marriage has already been registered in Switzerland. Please check the requirements for “After marriage abroad – entry in civil status registry” checklist from our [webpage](#).