



Adoption in Mozambique: entry in the Swiss civil status register

July 2022

Documents to submit

- Original adoption decision/sentence***, issued by the competent “Tribunal judicial”, of the province where the adoption took place (for **legalization** see rubric “Legalization”)
- Original birth certificate of the child***, indicating the surname and name **before Adoption** (Assento de nascimento/certidão de narrativa completa do registo de nascimento), issued by the “Conservatória do Registo Civil” of the main town in the district where the child was born (for **legalization** see rubric “Legalization”)
- Original birth certificate of the child***, indicating the surname and name **after Adoption** (Assento de nascimento/certidão de narrativa completa do registo de nascimento) issued by the “Conservatória do Registo Civil” of the main town in the district where the child was born (for **legalization** see rubric “Legalization”)
- Photocopy of Mozambican passport or ID card of the child
- Photocopy of Passport or ID card of both parents

The original certificates are submitted to the competent civil status authority in Switzerland and will not be returned (**photocopies or certified copies are not accepted**). Additional documents may be required by the Swiss civil status authority.

All documents marked with a * **must not be older than six months** (date of issue) at the time of their submission to the Regional Consular Centre (RCC).

Translation

Documents that are not in English must be translated into a Swiss national language (German, French, Italian or Romansch).

Legalization

The documents marked with * must be first legalized by the Ministry of Justice (Ministério da Justiça, Direcção dos Registos e Notariado) and then by the Ministry of Foreign Affairs (Ministério dos Negócios Estrangeiros e Cooperação – MINEC).

Ministério da Justiça

Av. Lenine, próxima à esquina com a Av. Ho Chi Minh
Maputo

Ministério dos Negócios Estrangeiros e Cooperação

Av. 10 de Novembro
Maputo

Regional Consular Centre Southern Africa
225 Veale Street, New Muckleneuk, 0181 Pretoria, South Africa
P.O. Box 2508, Brooklyn Square, 0075 Pretoria, South Africa
Phone: +27 12 452 0660, Fax: +27 12 346 6605
southernafrica@eda.admin.ch ; www.eda.admin.ch/pretoria

Fees

Entry of adoption in the Swiss civil status register is free of charge, however in certain cases fees can occur. If this is the case, you will be informed accordingly.

Processing time

Once the complete documentation has been received by the competent Swiss representation, experience has shown that this process can take several weeks or months.

If the adoption took place outside of Mozambique, some foreign documents may require prior legalizations from other Swiss representations and this procedure may also involve additional fees, expenses and time.

Further information

If the documents are sent by mail: Please include a cover letter mentioning your personal and contact details. It is however strongly recommended to use a private courier company.

Please contact the Regional Consular Centre Southern Africa (RCC) at the Embassy of Switzerland in Pretoria if the **adoption took place outside of Mozambique**.

Regional Consular Centre Southern Africa

225 Veale Street, New Muckleneuk, 0181 Pretoria
P.O. Box 2508, Brooklyn Square, 0075 Pretoria
Phone: +27 12 452 0660, Fax: +27 12 346 6605
southernafrica@eda.admin.ch; www.eda.admin.ch/pretoria