



Birth of a child in Namibia to parents not married to each other: entry in the Swiss civil status register

July 2022

Documents to submit

- Original unabridged (full) Birth Certificate*** of the child, issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2). The acknowledgement of paternity has to be mentioned under endorsement.
- Original unabridged (full) Birth Certificate*** of the Namibian parent, issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)
- Original Certificate of actual marital Status*** of the Namibian parent, issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)
- Original sworn affidavit of the mother***, stating that she is the biological mother of the child, her official residential address and civil status at the time of the child's birth, done at a Public Notary and **legalized with an Apostille** (see page 2)
- Original sworn affidavit of the father***, stating that he is the biological father of the child, his marital status and his official residential address at the time of the child's birth, done at a Public Notary and **legalized with an Apostille** (see page 2)
- Photocopy of Namibian Passport of child, if available
- Photocopy of Swiss Passport or ID Card of Swiss parent
- Photocopy of Passport or ID Card of Namibian parent
- Questionnaire, completed and signed by both parents

If the Namibian parent has previously been married or if widowed:

- Original Final Order of Divorce***, issued by the competent High Court and **legalized with an Apostille** (see page 2)
- Original abridged Death Certificate*** of the previous spouse, issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)

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

Only original certificates with seal and signature of the competent Officer of the Ministry of Home Affairs or the Registrar of the (High) Court in charge can be accepted.

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)

Apostille

The Apostille on civil status documents can be obtained at the following local authority:

Ministry of Justice

Justitia Building

Independence Avenue

Windhoek

Namibia

<https://moj.gov.na/issuing-of-apostilles-by-the-ministry-of-justice>

For the **Apostille** on the **divorce certificate/final order**, please contact the Registrar of the High Court of Namibia www.ejustice.moj.na

Fees

Entry of a birth abroad 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 Regional Consular Centre Southern Africa (RCC), experience has shown that this process can take several weeks or months.

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.

Only once the birth of the child has been registered in Switzerland and the nationality of the child has been confirmed, parents can apply for a Swiss passport for their child.

Please contact the Regional Consular Centre Southern Africa (RCC) in Pretoria if **a citizen of a different country is concerned or birth took place outside of Namibia.**

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