



Death of a Swiss citizen or spouse/partner of a Swiss citizen in South Africa: entry in the Swiss civil status register

May 2025

Documents to submit

- ☐ **Original Death Certificate***, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see rubric "Apostille")
- ☐ Original Swiss passport or ID card of the deceased Swiss citizen for cancellation, if available

The original certificate is submitted to the competent civil status authority in Switzerland and will not be returned in principle (**photocopies or certified copies with an Apostille issued by a Public Notary are not accepted**).

Only original certificates with seal and signature of the competent Officer of the Department of Home Affairs (DHA) 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) or the Consulate General.

Translation

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

Apostille

The process to obtain an **Apostille** on the certificates is described on the website of the Department of International Relations and Cooperation (DIRCO).

Address of the local authority concerned:

Department of International Relations and Cooperation (DIRCO)

OR Tambo Building
460 Soutpansberg Rd
Rietondale
Pretoria, 0084
South Africa

<https://dirco.gov.za/consular-services/> (Notarial Services/Legalisation)

Fees

Entry of the death 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

Further information

If the documents are not submitted personally: Please **include a cover letter** mentioning your **personal and contact details**. If sent, it is however strongly recommended to use a **private courier company** instead of postal mail.

Please contact the Regional Consular Centre Southern Africa (RCC) at the Embassy of Switzerland in Pretoria or the Consulate General of Switzerland in Cape Town if the **death took place outside of South Africa**.

Regional Consular Centre Southern Africa

225 Veale Street, New Muckleneuk, 0181 Pretoria

P.O. Box 2508, Brooklyn Square, 0075 Pretoria

Phone: +27 12 452 0661

southernafrica@eda.admin.ch; www.eda.admin.ch/pretoria

Consulate General of Switzerland

Two Foreshore Place, 32nd floor, suite 3201

2 Riebeek Street, 8001 Cape Town

P.O. Box 563 / 8000 Cape Town

Phone: +27 21 400 7500

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