



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

July 2022

Documents to submit

- Original birth certificate*** of the child (Certified Copy of an Entry of Birth Registered in the district of ... in Zimbabwe"), issued by the Registrar General of Births and Deaths, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (see page 2)
- Original birth certificate*** of the Zimbabwean parent (Certified Copy of an Entry of Birth Registered in the district of ... in Zimbabwe"), issued by the Registrar General of Births and Deaths, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (see page 2)
- Original certificate of actual marital Status*** (non marriage certificate) of the Zimbabwean parent, issued by the Registrar General of Marriages, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (see page 2)
- Sworn affidavit from the mother***, done before a Notary Public, stating that she is the biological mother of the child, her residential address and civil status at the time of the child's birth, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (see page 2)
- Sworn affidavit from the father***, done before a Notary Public, stating that he is the biological father of the child, his residential address and civil status at the time of the child's birth, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (see page 2)
- Photocopy of Zimbabwean Passport of the child, if available
- Photocopy of Passport or ID Card of the Swiss parent
- Photocopy of Passport or ID Card of Zimbabwean parent
- Questionnaire birth, completed and signed by both parents

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

- Original certified true copy of the original divorce certificate***, issued by the competent High Court, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (see page 2)
- Original certificate of Death*** of previous spouse, issued by the Registrar General of Births and Deaths, **legalized** by the Ministry of Foreign Affairs of the Republic of Zimbabwe (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 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 Department of Home Affairs (DHA) 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).

Legalization

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

Ministry of Foreign Affairs and International Trade

Website: <http://www.zimfa.gov.zw/index.php/contact/contact-details>

Fees

Entry of the birth 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.

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) at the Embassy of Switzerland in Pretoria **a citizen of a different country is concerned or the birth took place outside of Zimbabwe.**

Regional Consular Centre Southern Africa

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