



Change of name/surname in the United Kingdom and Ireland: entry in the Swiss civil status register

May 2022

Documents to submit

Deed Poll

- Original
- Signed by a notary public
- The notary's signature must be certified by Apostille by the [Foreign & Commonwealth & Development Office \(UK\)](#) or [Department of Foreign Affairs and Trade \(Ireland\)](#) (paper version only; digital apostille or printed out digital apostille are not accepted)
- The original document including Apostille will be returned to you

- copy of a valid identity document issued in the new name (e.g. copy of British passport)

Photocopies are not accepted. Additional documents may be required if necessary.

Legalisation

The Deed Poll must be legalised with an apostille before being submitted to the Swiss representation:

- Apostille by the [Foreign & Commonwealth & Development Office \(UK\)](#) or [Department of Foreign Affairs and Trade \(Ireland\)](#) (paper version only; digital apostille or printed out digital apostille are not accepted)

Fees

Entry of the change of name/surname in the Swiss civil status register is free of charge.

Important information

- Did you check all the applicable boxes above? Once you have done so, please submit the required documents to the Regional Consular Centre in London by:

- posting the above-mentioned documents to:
Regional Consular Centre, c/o Embassy of Switzerland, 16-18 Montagu Place,
London W1H 2BQ

Upon receipt of the relevant documents, we will translate and legalise the documents and forward them to the place of origin in Switzerland so that the family details can be updated in the Swiss central system (Infostar); this usually takes between 4-6 months.

Important: After the completed registration of the change of name in the Swiss Civil Registry, an application for a Swiss passport and/or identity card may be submitted through the website: www.schweizerpass.ch / www.passeportsuisse.ch / www.passaportosvizzero.ch