



Registration of a Death

To register the death of a Swiss citizen or his/her spouse with the Swiss authorities, the family of the deceased must submit the documents listed below to the Embassy.

Laminated documents and certification by a notary will not be accepted.

- **Original death certificate** (*Akta Kematian*), issued by the civil registry office of the place of death and legalized by the Indonesian Ministry of Law and Human Rights (*Kementerian Hukum dan HAM*) and by the Ministry of Foreign Affairs (*Kementerian Luar Negeri*)
- **Original Swiss passport and ID card** of the deceased for cancellation

If a document had been lost, the Indonesian authorities can normally issue a new one on presentation of a lost report.

The website of the Embassy of Switzerland lists a document with translators. Some translators can also act as agents and assist you with the legalization process of your documents with the Indonesian authorities.

The Swiss authorities reserve the right to request additional documents.

Contact details of the Indonesian ministries:

Ministry of Law and Human Rights of the Republic of Indonesia

Office for Legalizations:

Pelayanan Publik AHU Gedung Cik's
Jl. Cikini Raya No. 84-86 Jakarta Pusat
Tel.: 14077
Website: <https://ahu.go.id/>
E-mail: cs@ahu.go.id

Regular Address of the Ministry:

Kementerian Hukum dan HAM Direktorat Jendral Administrasi Hukum Umum
Gedung Sentra Mulia, 3rd Floor
Jl. HR. Rasuna Said kav 6-7 Kuningan, Jakarta Selatan 12940
Tel.: +62-21-5253004
Website: <https://www.kemenkumham.go.id/>
E-mail: rohumas@kemenkumham.go.id

Ministry of Foreign Affairs of the Republic of Indonesia

Ditjen protocol and Consular, Directorate Consular, Subdirektorat "Clearance and legalization"
Jl. Taman Pejambon no. 6, Jakarta Pusat
Tel.: +62-21-3441508 ext. 3103
Website: <https://www.kemlu.go.id/id/Default.aspx>
E-mail: legalisasi.konsuler@kemlu.go.id