



Marriage/Partnership between Swiss and Indonesian Citizens

List of documents for marriage/partnership preparation

From the Indonesian partner:

Laminated documents or documents certified by a notary public will not be accepted.

1. Original passport and ID-Card (*KTP*)
 2. Copy of previous/old family card(s) (*Kartu Keluarga*)
 3. Original newest and actual family card, not older than 6 months (no legalization is required)
 4. Copy of initial birth certificate (*Akte Kelahiran*)
 5. Original, newest excerpt of birth certificate (*Kutipan akta kelahiran*). The latest format is recognized by the fact, that it first mentions the Personnel Registration Number (*Nomor Induk Kependudukan NIK*), issued by the civil registry office (*Kantor Catatan Sipil*) and legalized by the Ministry of Law and Human Rights (*Kementerian Hukum dan HAM*) and Ministry of Foreign Affairs (*Kementerian Luar Negeri*).
 6. Attestation (*Surat Keterangan*), issued by the civil registry office or by Moslem registry office (*Kantor Urusan Agama KUA*), not older than 6 months, mentioning: the civil status, address, and the nationality. This attestation must be legalized by the Ministry of Law and Human Rights and Ministry of Foreign Affairs.
- In case previous civil status is divorced (for more details see also factsheet "Registration Divorce"):
 - Divorce certificate (*Kutipan Akte Perceraian*), legalized by the Ministry of Law and Human Rights and Ministry of Foreign Affairs
 - Divorce decree (*Putusan Pengadilan*), issued by the Religious Court (*Pengadilan Agama*) or by District Court (*Pengadilan Negeri*) and legalized by the Ministry of Law and Human Rights and Ministry of Foreign Affairs.
 - Translation of divorce decree in German / French / Italian (no legalization is required)
 - In case of previous civil status is widowed:
 - Death certificate (*Kutipan akte kematian*) of the late spouse, issued by the civil registry office and legalized by the Ministry of Law and Human Rights and Ministry of Foreign Affairs

If a document had been lost, the Indonesian authorities can normally issue a new one on presentation of a lost report. Documents issued by the religious court, must be certified first by the Supreme Court.

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.

From the Swiss partner*:

1. Passport / Swiss ID-card
2. Certificate of civil status (*Personenstandsausweis / Certificat individuel d'état civil*)
3. Certificate of residence (*Wohnsitzbestätigung / Attestation de domicile*)
⇒ Both documents must have been issued within the last 6 months.

* Swiss citizens who are registered at the Swiss Embassy in Jakarta, only need to show their passport. If the Swiss partner is registered at a Swiss representation in another country, please send a confirmation of registration (*Anmeldebestätigung / Attestation d'inscription*).

If the Swiss partner lives in Switzerland, he/she can submit the aforementioned documents by e-mail in order to complete his/her partner's application and a personal visit at the Embassy in Jakarta is not necessary.

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Contact details of Indonesian Ministries and Supreme Court for legalization:

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

Only for divorce certificates and divorces decrees issued by the religious court:

Supreme Court: Mahkamah Agung, Direktorat Jenderal Peradilan Agama

Gedung Bersama Satu Atap Mahkamah Agung RI
Jl. Ahmad Yani Kav. 58 By Pass, Jakarta Pusat 10310
Tel.: +62-21-29079177, Fax: +62-21-29079277
Website: <https://badilag.mahkamahagung.go.id/>

Procedure and processing time:

When you have all the documents ready, please send them first by e-mail to the Embassy (jakarta@eda.admin.ch). They will be reviewed and if they are correct and complete, you will be given an appointment to come to the Embassy with the original documents and to fill out the necessary forms for the marriage. All documents will be forwarded to the civil registry office in Switzerland, therefore the processing time may take **6 to 12 weeks** or even longer if some documents are issued from other countries.

Fees and expenses:

At the time of your appointment, you will have to make an advance payment the equivalent of **CHF 665.00** (for marriage in Indonesia) or **CHF 305.00** (for marriage in Switzerland). The payment must be done in **cash in Indonesian Rupiah**. Please contact the Embassy for the current amount in Rupiah.

Prenuptial agreement:

It is recommended to contact an Indonesian notary/lawyer to assess the need of a prenuptial agreement. Please note that the Embassy cannot advise you in this matter.

Name after the marriage:

According to Indonesian law, there is no change of name after the marriage, which means that both partners keep their original names.

If the **Indonesian spouse** wants to take the family name of his/her Swiss partner, he/she will have to apply for a change of name by an Indonesian court. Once a court decree has been issued, he/she will be able to apply for a new passport and ID card with the new name.

If the **Swiss spouse** wants to take the family name of his/her Indonesian partner, he/she must fill out a name declaration. This can be done free of charge at the appointment for the marriage preparation or for a fee of CHF 80.00 when it is submitted independently and must be done at the latest when submitting the documents to register the marriage in Switzerland.

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Marriage/Partnership in Switzerland

For getting married / registering your partnership at the civil registry office in Switzerland, you need to present the documents listed on page no. 1 and 2. For the marriage preparation followed by staying in Switzerland after the marriage, you need to apply for a visa D (see page no. 4).

After the marriage in Switzerland, the Indonesian partner has to register the marriage with the Indonesian Embassy in Bern (<https://www.kemlu.go.id/bern/en/default.aspx>) or at the civil registry office in Indonesia (*Akte pelaporan perkawinan*).

Marriage in Indonesia

Marriage in Indonesia requires a religious ceremony and the Indonesian law requires that both partners must be of the same religion (Islam, Catholic, Protestant, Hinduism, Buddhism and Confucianism). To get married in Indonesia as a Swiss citizen and to register the marriage with the Indonesian authorities, you will need to present a "Certificate of capacity to marry" (*Ehefähigkeitszeugnis / Certificat de capacité matrimoniale*), also known as "Certificate of no impediments or CNI", to the local authorities.

This certificate contains the information of both partners and is issued by the Civil Registry Office in Switzerland, based on the documents submitted for marriage preparation at the Swiss Embassy. Once the certificate of capacity to marry has been issued, it will be translated into Bahasa Indonesia by the Embassy and handed over to you. The processing time may take 6 to 12 weeks.

Registration of the marriage in Switzerland:

After the marriage has been celebrated and registered in Indonesia, you will have to register it as well with the Swiss authorities by submitting the following documents:

For Muslims:

Both marriage booklets (Buku Nikah), issued by the Office of Religious Affairs (*Kantor Urusan Agama, KUA*) and legalized by the Ministry of Religion (*Kementerian Agama*), before they are legalized by the Indonesian Ministry of Law and Human Rights and by the Ministry of Foreign Affairs.

Ministry of Religion

Direktorat Jenderal Bimbingan Masyarakat Islam

Bagian Kepenghuluan (Lantai 7)

Jalan MH. Thamrin Nomor 6 Jakarta Pusat 10700

Tel.: +62-21-3920245 (Bagian Kepenghuluan), +62-21-3811429 (Bagian Tata Usaha)

Website: <https://bimasislam.kemenag.go.id/>

For other religions:

Original marriage certificate (*Kutipan Akta Perkawinan*), issued by the Civil Registry Office within the last 6 months and legalized by the Indonesian Ministry of Law and Human Rights and by the Ministry of Foreign Affairs

For all religions:

- If not already declared at the Embassy: Duly completed and signed form "Family name after marriage", which is published on the Embassy's website
- If the Swiss husband/wife lives in Indonesia: Duly completed and signed form "Registration with a Swiss Representation - Adults", signed by the foreign spouse. This form is published on the Embassy's website (Services / Registration and deregistration / Useful documents).

In case of a change of name for the Indonesian partner:

1. Court decree confirming the change of name, legalized by the Indonesian Ministry of Law and Human Rights and by the Ministry of Foreign Affairs
2. Translation of the court decree (in German/French/Italian)
3. Original passport and ID card issued **with** the new name

Long stay Visa application (Visa type D):

The process of a long stay visa application may take 6 – 12 weeks. The visa fee is 60 Euro (must be paid cash in Rupiah) or free of charge for a married spouse of a Swiss or EU/EEA citizen. Please contact jak.visa@eda.admin.ch to arrange an appointment for submitting the following documents:

- Three (3) visa application forms for a long stay visa (visa D)
- Original passport with two (2) copies
- Four (4) recent, colour, passport photos taken on bright background, 3.5 x 4.5 cm
- Two (2) copies of the Swiss passport or of the Swiss residence permit of the partner living in Switzerland
- Original and one (1) copies of the Police Record Certificate (*Surat Keterangan Catatan Kepolisian*), not older than six (6) months, legalized by the Ministry of Law and Human Rights and Ministry of Foreign Affairs
- A translation of the Police Record Certificate (after it is legalized by the ministries) into the Swiss national language of the future place of residence
- In case of a family reunion with a Swiss spouse, please bring a copy of the marriage certificate and make sure that the marriage has been duly registered in Switzerland