



## Marriage preparation or Registered Partnership in Switzerland

The partner living in Switzerland should contact the civil register office of his/her place of residence for information about the process.

**Important: as of 14 May 2019 an apostille is required on all Philippines civil status, court documents and affidavits for use by Swiss authorities. The apostille can be obtained from the Department of Foreign Affairs (DFA).**

### 1. Preparation of documents

The following documents must be submitted in **original** with one photocopy:

**From both applicants:**

**Valid passports**

The partner residing in Switzerland should send a clear copy of the passport to the partner in the Philippines.

**Certificate of residence**, not older than six months

This document can be requested from the civil or municipal authority of the place of residence. For the Filipino partner, this document is called “cedula” or Community Tax Certificate.

**Certificate of civil status**, not older than six months

For Swiss national, this may be ordered from the civil office of the place of origin. For Foreign nationals, the document may be obtained from the home country. For Philippine nationals, any of the following must be submitted, whichever is applicable:

**Single:**

- Certificate of no marriage “CENOMAR”** issued by the Philippine Statistics Authority (PSA) and with Apostille from the Department of Foreign Affairs (DFA)

**Widowed:**

- Certificate of Advisory on Marriages “CEMAR”** issued by the PSA with Apostille from the DFA
- Death Certificate** of former spouse, issued by the PSA with Apostille from the DFA

**Divorced/annulled marriage:**

- Certificate of Advisory on Marriages “CEMAR”** issued by the PSA with Apostille from the DFA
- Annotated Marriage Certificate** issued by the PSA, with Apostille from the DFA
- Certified true copy of Court Decision/Order/Decree** and **Certificate of Finality** of the annulment/recognition of foreign divorce of marriage, with Apostille from the DFA and translated into any Swiss Language (German, French or Italian)

**From Philippine partner:**

- Birth Certificate\*** issued by the PSA and with Apostille from the DFA, not older than six months

*\*If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- Birth Certificate issued by the Local Civil Registrar’s Office, with Apostille from the DFA, not older than six months
- Original Certificate of Baptism
- Original Grade Card, Transcript of Record or other school certificates

## 2.

### Appointment and Submission of documents

**Appointment:** Please contact the Embassy to schedule an appointment.

**Personal appearance:** The partner residing in the Philippines is required to submit the documents personally at the Embassy.

The partner residing in Switzerland or abroad has to organize the needed documents to get married and sign the forms personally in Switzerland or at the Swiss representation of the country of residence.

Swiss Nationals who are registered at the Embassy are requested to appear personally and lodge their request for preparation for marriage, and can start the application with their passport only.

The clients are advised to prepare one photocopy of their documents for their personal file. Some forms will be handed out on the day of appointment and signed in the presence of a consular officer.

**Fees:** An advance payment of **PHP 20'000.00 in cash** is required upon submission of the documents, or **PHP 25'000.00 in cash** if the Philippine partner's birth was registered late. The Embassy reserves the right to ask for an additional advance payment if needed for verification. Any remaining balance will be returned to the applicant upon completion of the procedure.

**Processing time: 4-6 months** provided that the documents are complete and found to be in order

## 3.

### Entry to respective residence in Switzerland

Philippine nationals need a visa to travel or to take up residency to Switzerland. Current visa fee can be checked online or requested by phone. For further details, please see checklist **VISA FOR MIGRATION IN SWITZERLAND**.

#### IMPORTANT INFORMATION

- Incomplete documents will not be accepted.
- List of translators can be found on our official webpage:  
<https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html>
- **The Embassy may require further verification through an external service provider, ask for additional documents and fees, if deemed necessary.**

#### Contact

Mailing Address: Embassy of Switzerland  
24<sup>th</sup> Floor, BDO Equitable Tower  
8751 Paseo de Roxas  
1226 Makati City

E-mail: [manila@eda.admin.ch](mailto:manila@eda.admin.ch)  
Website: [www.eda.admin.ch/philippines](http://www.eda.admin.ch/philippines)  
Phone Number: 0063 2 8845 4545, then press 2  
Fax Number: 0063 2 8845 4539

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***Replaces all previous information***