



Birth of a child in the Republic of Korea to parents married to each other: entry in the Swiss civil status register

June 2023

Documents to submit

Children of Swiss citizen born in the Republic of Korea have to be registered at the civil status office in Switzerland. The Embassy of Switzerland in Seoul requires the following documents to be able to request this registration in Switzerland.

Submission of documents is possible with appointment or by post. Please contact the consular section of the Embassy by e-mail seoul.chancery@eda.admin.ch or by phone.

Child **WITHOUT** Korean nationality

Birth certificate from the hospital

- If the birth has taken place in a national clinic, you may obtain the Apostille directly at Ministry of Foreign Affairs (MoFA).
- If the birth has taken place in a private clinic, the birth certificate must first be translated/legalized by a law firm and only after that you may obtain the Apostille.

Form sheet "[Announcement of birth / first name and surname in Latin letters](#)" for exact spelling of the names, add your contact details and exact transcription of the names of the parents from the Korean parent of the child. The transcription of the names has to be identical on all documents in accordance with the passports of the Korean citizens' parents. Both parents have to sign the form.

Passport copy of parents

Swiss parents, who are **not** registered at the Embassy

Valid passport in original

Certificate of residence from the official residency in Switzerland

Certificate of civil status (Personenstandsausweis, fiche individuel d'état civil), if available

Child **WITH** Korean nationality

Identification Certificate, detailed "Gibon Jungmyungseo-sangsae (기본증명서-상세)" with Apostille* + copy

Family Relation Certificate, detailed "Gajokgwangye Jungmyungseo-sangsae (가족관계증명서-상세)" with Apostille* + copy

Note: Since December 2019, the Korean authority is issuing "English Language Certificate of Family Relation" (영문 가족관계증명서). This document is not accepted as it does not contain full information from the Korean version.

Form sheet "[Announcement of birth / first name and surname in Latin letters](#)" for exact spelling of the names, add your contact details and exact transcription of the names of the parents from the Korean parent of the child. The transcription of the names has to be identical on all documents in accordance with the passports of the Korean citizens' parents. Both parents have to sign the form.

Passport copy of parents

Swiss parent, who is **not** registered at the Embassy

77 Songwol-gil
Jongno-gu
Seoul 03165

Phone: 0082 2 739 95 11, Fax: 0082 2 737 93 92
seoul@eda.admin.ch, www.eda.admin.ch/seoul

- Valid passport in original
- Certificate of residence from the official residency in Switzerland
- Certificate of civil status (Personenstandsausweis, fiche individuel d'état civil), if available

The original documents are submitted to the civil status authority concerned in Switzerland and **must not be older than six months. They will not be returned.** Photocopies are not accepted. Additional documents may be required if necessary.

Translation

Korean civil documents will be translated by the Embassy of Switzerland in Seoul.

Apostille

To obtain 'Apostille' on Korean civil status documents, please contact the following office
Ministry of Foreign Affairs MoFA, Consular Section

Twin Tree A bldg, 15fl.

6 Yulgok-ro, Jongno-gu, Seoul 03142

Tel. +82 2 6747 0404

https://www.0404.go.kr/consulate/consul_apo.jsp

or e-Apostille: <https://www.apostille.go.kr/gb/app/appIndex.do>

How to get Apostille: <https://www.apostille.go.kr/gd/intro/appProc.do?language=en>

Fees

Entry of the birth in the Swiss civil status register is free of charge.

Further information

- All submitted documents and certificates will be verified, legalized and forwarded to the competent civil register office in Switzerland. This procedure can take at least 2 months. Once the child is registered in Switzerland, a Swiss passport and/or Identity card can be applied through www.schweizerpass.ch
- If the parents are registered as Swiss Abroad at the Embassy, the child will also be registered.
- Should you have any questions, please do not hesitate to contact the consular section of the Embassy by e-mail seoul.chancery@eda.admin.ch or telephone.

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