



GHANA

Birth of a child in Ghana of married parents

December 2023

Documents to be submitted

- Certified Copy of Entry in Register of Birth of the child (extract in original not older than 6 months, issued on the basis of the early/first registration usually done shortly after birth. Please do not make a new registration, as that would be legally invalid)
- Copy of the valid passport of the child
- Copy of the valid passport of the mother
- Copy of the valid passport of the father

Verification

As a rule, foreign civil status documents to be submitted must undergo a thorough verification of their authenticity by an approved law firm mandated. To this end, please submit the following to the Swiss representation:

- [Questionnaire child](#) and one passport photo (with white background)

Additional documents may be required, depending on the conclusions of a lawyer's expert advice or the requirements of the authorities concerned in Switzerland.

The approved law firm mandated may take several months to verify the civil status documents thoroughly. The conclusions of the firm's advice are not binding on the civil status authority concerned.

Translation

Documents that are not in a Swiss national language or in English must be translated.

Information

Please send the all the requested documents as a **scan in PDF format (good quality)** by e-mail to the Embassy of Switzerland in Accra at accra@eda.admin.ch. After our check, you will be asked to submit the original documents (except your passport) to the Embassy of Switzerland in Accra.

After verification of the documents through our lawyer, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

Fees

The entry of a birth in the Swiss civil status register is free of charge.

The cost of the procedure including the verification of the documents through the lawyer and the legalization and transmission of the documents will be communicated after the submission via e-mail of the documents in PDF format. The fees have to be paid at the Embassy during the submission of the original documents.

Total fees to be paid are between GHS 3'000 and GHS 9'000. As mentioned, they include the lawyer's verification fee which varies depending on the region where the documents have been issued and the region where the investigator will have to travel to in order to proceed with the interviews and varies depending on the number of documents to be verified.