



# GHANA QUESTIONNAIRE CHILD

Verification / legalisation of documents

Please add  
 PHOTO

Parent's e-mail address: \_\_\_\_\_

Parent's phone number: \_\_\_\_\_

## ATTENTION:

- Please give full addresses where requested - street name, house number, neighbourhood name, city name, district name, name of a nearby store at home or describe the neighbourhood; no P.O. boxes!
- Please give valid addresses to avoid delays.
- Please give phone/mobile numbers that are accessible.
- Inform the people you have mentioned in this document of the ongoing verification process. Inform them that a lawyer/investigator can contact them.

## Personal data of the child

Family name: \_\_\_\_\_

First name(s): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Nationality(ies): \_\_\_\_\_

Passport number: \_\_\_\_\_

Place and date of issue: \_\_\_\_\_

Present address of the child: \_\_\_\_\_

## Who is presently taking care of the child?

Family name and first name(s): \_\_\_\_\_

Relationship with the child (maternal grandmother, uncle, etc.): \_\_\_\_\_

Complete address and phone number: \_\_\_\_\_

**Personal data of the BIOLOGICAL mother of the child**

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Place of birth: \_\_\_\_\_  
Nationality(ies): \_\_\_\_\_  
Physical address (no P.O. Box!) \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

**Present civil status:**            ( ) single            ( ) married            ( ) divorced            ( ) widow

**If married** please write complete name and address of the husband: \_\_\_\_\_  
\_\_\_\_\_

**If divorced** please write name of former husband and where and when divorce took place: \_\_\_\_\_  
\_\_\_\_\_

**If a widow** please write name of deceased husband and where and when he died: \_\_\_\_\_  
\_\_\_\_\_

**Personal data of BIOLOGICAL FATHER of child**

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Place of birth: \_\_\_\_\_  
Nationality(ies): \_\_\_\_\_  
Physical address (no P.O. Box!) \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

**Present civil status:**            ( ) single            ( ) married            ( ) divorced            ( ) widow

**If married** please write complete name and address of the wife: \_\_\_\_\_  
\_\_\_\_\_

**If divorced** please write name of former wife and where and when divorce took place: \_\_\_\_\_  
\_\_\_\_\_

**If a widow** please write name of deceased wife and where and when she died: \_\_\_\_\_  
\_\_\_\_\_

**Personal data of family members or friends in the country of origin who may give information on the child**

**Person Nr 1**

**Nature of relationship with the child:** \_\_\_\_\_

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Nationality(ies): \_\_\_\_\_

Phone number: \_\_\_\_\_

Complete address: \_\_\_\_\_

\_\_\_\_\_

**Person Nr 2**

**Nature of relationship with the child:** \_\_\_\_\_

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Nationality(ies): \_\_\_\_\_

Phone number: \_\_\_\_\_

Complete address: \_\_\_\_\_

\_\_\_\_\_

**Person Nr 3**

**Nature of relationship with the child:** \_\_\_\_\_

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Nationality(ies): \_\_\_\_\_

Phone number: \_\_\_\_\_

Complete address: \_\_\_\_\_

\_\_\_\_\_

**Please draw map of your neighbourhood (only if address is in GHANA):**



**DECLARATION**

concerning the truthful completion of this document

I declare that I have answered the questions completely and correctly and affirm that my answers are true. I am aware that if the Embassy finds that there are contradictions or irregularities in my statements and in the submitted documents, the legalization and transmission of the documents may be significantly delayed.

**INFORMATION**

concerning the voluntary verification of foreign civil status documents

The recognition of foreign civil status documents for the purpose of transcription in the Swiss civil status registry is the exclusive competence of the competent cantonal civil status authority. Experience shows that many cantons require a thorough verification of the authenticity of the documents by a trustworthy person of the competent Swiss representation abroad. The transmission of the non-legalized documents to the competent civil status authority in Switzerland for examination and decision and their return to the representation can take several weeks, if not months. In addition to this, it can take several months for a thorough verification by a trustworthy person. In order to speed up the transcription procedure, it is possible to ask the representation to carry out a thorough verification of the documents submitted directly (so-called voluntary document verification). The conditions for a voluntary verification are as follows:

- ✓ The interested parties declare that they wish to initiate the voluntary verification procedure.
- ✓ The interested parties pay an advance covering the probable costs of the verification and the representation takes care of paying the trusted person in charge of the verification directly. The applicants do not have to make any further payments to third parties. Once the procedure has been completed, the representation issues a final invoice to the interested party.
- ✓ The fees and expenses relating to the verification are due regardless of its outcome.
- ✓ The identity of the person mandated to carry out the investigations is not disclosed.

A thorough verification of civil status documents by a trustworthy person may take several months and the result of the verification is in no way binding on the civil status authority competent for the decision.

I confirm that I have read the above and accept the conditions for a voluntary verification.

# AUTORIZATION

concerning the verification of authenticity of documents by a trusted lawyer of the Embassy

In order to speed up the processing of my application, I authorize the Swiss Embassy in Accra to appoint a trusted lawyer/investigator to verify the authenticity of the civil status documents submitted to the Embassy. I agree to the following procedure:

- ✓ The lawyer/investigator will verify the entries in the various registers concerned, thus ensuring the authenticity of the form of a document.
- ✓ In order to verify the authenticity of the content of a document, the lawyer/investigator will question all persons involved (i.e. the applicant, family members, friends, employers, schools, etc.).

I agree that the final report of the trusted lawyer/investigator is an integral part of the file for verification of authenticity of civil status documents (e.g. for registration of a marriage or a birth in Switzerland, the preparation of a marriage in Switzerland, the application for family reunion visa, an adoption, etc.).

***A form that is not fully completed dated and signed will be returned.***

## Mother

***I have read the above text and confirm that I have understood it.***

***I agree with the thorough verification of the civil status documents made by the Embassy's lawyer/investigator.***

Place and date \_\_\_\_\_

Full name (capital letters) \_\_\_\_\_

Signature \_\_\_\_\_

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## Father

***I have read the above text and confirm that I have understood it.***

***I agree with the thorough verification of the civil status documents made by the Embassy's lawyer/investigator.***

Place and date \_\_\_\_\_

Full name (capital letters) \_\_\_\_\_

Signature \_\_\_\_\_