



## GHANA

### Birth of a child in Ghana of Swiss parents Entry in the Swiss civil status register

June 2022

#### Information

Please send the all documents as a **scan in PDF format (good quality)** by e-mail to the Swiss Embassy in Accra at [accra@eda.admin.ch](mailto:accra@eda.admin.ch). After checking the documents, you will be asked to send the original documents (except your passport) to the Swiss Embassy in Accra. After examination of the documents, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

#### Documents to submit

- ☐ Certified Copy of Entry in Register of Birth (extract in original and not older than 6 months)
- ☐ Copy passport child
- ☐ Copy passport father
- ☐ Copy passport mother

#### Translation

Documents that are not in a Swiss national language (German, French, Italian) or in English must be translated.

#### Thorough 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 regarding verification + legalisation of documents 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.

#### Fees

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

The cost of the legalization of the documents will be communicated to you after the submission of the documents (scanned in PDF format). Local Fees involved to be paid in cash at the Embassy during submission of documents. It ranges between GHC 2560.00 and GHC 4500.00 out of which lawyer's fee depending on the region are between GHC 1380.00 and GHC 2635.00.

Fees are as of March 2022 and can change based on exchange rates.