



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

16.08.2022

Documents to submit

- ☐ Excerpt of birth certificate (*Kutipan Akte Kelahiran*). The latest format is recognized by the fact, that it is not older than 6 months, electronically signed (QR code), issued by the Civil Registry Office (*Kantor Catatan Sipil*) and provided with an Apostille, issued by the Ministry of Law and Human Rights (*Kementerian Hukum dan HAM*)
- ☐ Duly completed and signed "Birth Registration" form, published on the website of the Embassy
- ☐ Swiss family certificate/book should you like to have it updated
- ☐ Copy of passport of the parents

The original documents are submitted to the civil status authority concerned in Switzerland and will not be returned. Photocopies and laminated documents or documents legalized by a notary public are not accepted. Additional documents may be required if necessary.

Translation

Documents that are not in a Swiss national language or in English must be translated. The list of translators is available on the website of the Embassy of Switzerland. Some translators can also act as agents and assist you with obtaining an Apostille issued by the Ministry of Law and Human Rights.

Apostille

All foreign civil status documents must be apostilled by the Ministry of Law and Human Rights before being submitted to the Swiss representation.

Contact details of the Indonesian Ministries:

Ministry of Law and Human Rights of the Republic of Indonesia

Office for Legalizations

Pelayanan Publik AHU Gedung Cik's
Jl. Cikini Raya No. 84-86 Jakarta Pusat

Phone : +62-21-1500105

Website : <https://ahu.go.id/>

E-mail : cs@ahu.go.id

Address of the Ministry:

Ministry of Law and Human Rights, Directorate General of Legal Administrative Affairs
Gedung Sentra Mulia 3rd Floor
Jl. HR. Rasuna Said Kav 6-7 Kuningan, Jakarta Selatan 12940
Phone : +62-21-5253004
Website : <https://www.kemenkumham.go.id/>
E-mail : rohumas@kemenkumham.go.id

Fees

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

Further information and application for Swiss identity documents

The processing time for the registration in Switzerland may take 6 to 12 weeks. The Embassy will inform the parents once the birth is registered.

A Swiss passport for the child can only be issued after the birth is duly registered in the Swiss civil status registry. The passport can be ordered on the following website: www.schweizerpass.ch