



## Birth of a child in Indonesia to parents who are not married: 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
- ☐ Foreign passport of the child, if any
- ☐ Original official decree establishing filiation or recognition of paternity (*Akte Pengakuan Anak*), translated in a Swiss national language or English
- ☐ Copy of passports of the parents

### If a parent does not hold Swiss nationality and is not yet registered in the Swiss civil status register, please submit the following:

- ☐ Original passport and ID-Card (*KTP*)
- ☐ Copy of previous/old family card(s) (*Kartu Keluarga*)
- ☐ Original newest and actual family card, not older than 6 months (no Apostille is required)
- ☐ Copy of initial birth certificate
- ☐ Excerpt of birth certificate (*Kutipan Akte Kelahiran*)
- ☐ Attestation (*Surat Keterangan*), issued by the Civil Registry Office or Office of Religious Affairs (*Kantor Urusan Agama/KUA*), not older than 6 months, mentioning civil status, address, and nationality. This attestation must be apostilled by the Ministry of Law and Human Rights.
- ☐ If divorced (for more details, see also factsheet "Registration of Divorce"):
  - Divorce certificate (*Kutipan Akte Perceraian*), apostilled by the Ministry of Law and Human Rights
  - Divorce decree (*Putusan Pengadilan*), issued by the Religious Court (*Pengadilan Agama*) or by District Court (*Pengadilan Negeri*) and apostilled by the Ministry of Law and Human Rights
  - Translation of divorce decree in German/French/Italian (no Apostille is required)
- ☐ If widowed, death certificate (*Kutipan Akte Kematian*) of the late spouse, issued by the civil registry office and apostilled by the Ministry of Law and Human Rights

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](mailto: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](mailto:rohumas@kemenkumham.go.id)

##### *Only for divorce certificate and decree issued by the religious court:*

#### Supreme Court of the Republic of Indonesia

Directorate General of Religious Court  
Gedung Bersama Satu Atap  
Jl. Ahmad Yani Kav. 58 By Pass, Jakarta Pusat 10310  
Phone : +62-21-29079177  
Fax : +62-21-29079277  
Website : <https://badilag.mahkamahagung.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](http://www.schweizerpass.ch).

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