



## Marriage to be performed in Switzerland

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16.08.2022

### Documents to submit in person to your Swiss representation

#### For Swiss citizens:

- ☐ Passport / Swiss ID-card
- ☐ Certificate of civil status (*Personenstandsausweis* / *Certificat individuel d'état civil*)
- ☐ Certificate of residence (*Wohnsitzbestätigung* / *Attestation de domicile*)

Swiss citizens who are registered at the Swiss Embassy in Jakarta only need to show their passport. If the Swiss partner is registered at a Swiss representation in another country, a confirmation of registration (*Anmeldebestätigung* / *Attestation d'inscription*) is required.

If the Swiss partner lives in Switzerland, he/she can submit the aforementioned documents by e-mail in order to complete his/her partner's application and a personal visit at the Embassy in Jakarta is not necessary.

#### For the Indonesian citizen:

- ☐ 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*). 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*)
- ☐ 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

Certain documents may no longer be required if the person is already registered in the Swiss civil status register.

If a document had been lost, the Indonesian authorities can normally issue a new one on presentation of a lost report.

**For any joint children who are not yet entered in the Swiss civil status register:**

- ☐ Original birth certificate establishing the parents
- ☐ Original official decree establishing filiation or recognition of paternity
- ☐ Original certificate of current residence
- ☐ Valid passport or identity card

**For any joint children who are entered in the Swiss civil status register:**

- ☐ Copy of birth certificate
- ☐ Copy of valid passport or identity card

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)

Jl. H.R. Rasuna Said  
Blok X 3/2, Kuningan  
Jakarta 12950  
Phone: +62 21 525 60 61, Fax: +62 21 520 22 89  
[jakarta@eda.admin.ch](mailto:jakarta@eda.admin.ch), [www.eda.admin.ch/jakarta](http://www.eda.admin.ch/jakarta)

*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

At the time of your appointment, you will have to make an advance payment of the equivalent of CHF 345. The payment must be done in cash or by card in Indonesian Rupiah. Please contact the Embassy for the current amount in Rupiah.

## Procedure and processing time

When all the documents are ready, please send them first by e-mail to the Embassy ([jakarta.cc@eda.admin.ch](mailto:jakarta.cc@eda.admin.ch)). They will be reviewed and if they are correct and complete, the Indonesian partner will be given an appointment to come to the Embassy with the original documents and to fill out the necessary forms for the marriage. All documents will be forwarded to the civil registry office in Switzerland, therefore the processing time may take 6 to 12 weeks or even longer if some documents are issued from other countries.

## Name after the marriage

According to Indonesian law, there is no change of name after the marriage, which means that both partners keep their original names.

If the **Indonesian spouse** wants to take the family name of his/her Swiss partner, he/she will have to apply for a change of name by an Indonesian court. Once a court decree has been issued, he/she will be able to apply for a new passport and ID card with the new name.

If the **Swiss spouse** wants to take the family name of his/her Indonesian partner, he/she must fill out a name declaration. This can be done free of charge at the appointment for the marriage preparation or for a fee of CHF 80 when it is submitted independently and must be done at the latest when submitting the documents to register the marriage in Switzerland.

## Registration of the marriage with the Indonesian Embassy in Bern

After the marriage in Switzerland, the Indonesian partner has to register the marriage with the Indonesian Embassy in Bern (<https://www.kemlu.go.id/bern/en/default.aspx>) and the Civil Registry Office in Indonesia to obtain a Certificate of Marriage Registration (*Akte Pelaporan Perkawinan*).

## Long stay Visa application (Visa type D):

The process of a long stay visa application may take 6 – 12 weeks. The visa fee of CHF 80 must be paid in cash or by card in Rupiah. The following documents need to be submitted:

- ☐ Three (3) visa application forms for a long stay visa (visa D)
- ☐ Original passport with two (2) copies
- ☐ Four (4) recent, colour, passport photos taken on white background, 3.5 x 4.5 cm
- ☐ Two (2) copies of the Swiss passport or the Swiss residence permit of the partner living in Switzerland
- ☐ Original and one (1) copy of the Police Record Certificate (*Surat Keterangan Catatan Kepolisian*), not older than six (6) months, apostilled by the Ministry of Law and Human Rights
- ☐ A translation of the Police Record Certificate (after provided with an Apostille) into the Swiss national language of the future place of residence