



## After your marriage performed in Indonesia: Entry in the Swiss civil status register

01.11.2023

### Documents to submit

#### For Moslems:

Both marriage booklets (*Buku Nikah*), issued by the Office of Religious Affairs (*Kantor Urusan Agama/KUA*) and legalised by the Ministry of Religion (*Kementerian Agama*) before they are apostilled by the Ministry of Law and Human Rights

#### For other religions:

Original marriage certificate (*Kutipan Akta Perkawinan*), not older than 6 months, electronically signed (QR code), issued by the Civil Registry Office (*Kantor Catatan Sipil*) and apostilled by the Ministry of Law and Human Rights

#### For all religions:

- If not already declared at the Embassy: Duly completed and signed form "Family name after marriage", published on the website of the Embassy
- Copy of the valid passport of your spouse not yet entered into the Register of the Swiss Abroad
- Address of spouses

#### In case of a change of name for the Indonesian spouse:

- Court decree confirming the name change, apostilled by the Ministry of Law and Human Rights
- Translation of the name change decree (after being apostilled) in German/French/Italian
- Original passport and ID card issued with the new name

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

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.

### Apostille

All Indonesian 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 Offices for Apostille

### *Public Service of General Legal Administration*

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)

### *Subfield of General Legal Administration*

Regional Office of Ministry of Law and Human Rights in Bali

Jl. Puputan Niti Mandala, Renon, Denpasar

Phone : +62-361-224856

WhatsApp : +62-8112888770

Website : <https://bali.kemenkumham.go.id/>

E-mail : [kanwilbali@kemenkumham.go.id](mailto:kanwilbali@kemenkumham.go.id)

## **Ministry of Religious Affairs**

Directorate General of Islamic Community Guidance

Bagian Kepenghuluan Lantai 7

Jl. MH. Thamrin No. 6, Jakarta Pusat 10700

Phone : +62-21-3920245 (Bagian Kepenghuluan); +62-21-3811429 (Bagian Tata Usaha)

Website : <https://bimasislam.kemenaq.go.id/>

## Fees

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