



Birth of a child in Liberia to parents who are not married: entry in the Swiss civil status register

15.04.2022

Documents to submit

- original birth certificate of your child
- original official decree establishing filiation or recognition of paternity (if not clearly mentioned on the birth certificate, a judgement of the competent court with mention of date and place of recognition has to be presented)
- in case of late registry the original judgement is required

For the parent who do not hold Swiss nationality and are not yet registered in the Swiss civil status register, please submit the following:

- original birth certificate
- in case of late registry the original judgement is required
- original civil status record at the time of your child's birth:
 - a) certificate establishing that they are unmarried (certificate of non impediment or of bachelorhood/spinsterhood)
 - b) divorce judgement that specifies when it entered into force
 - c) dissolution decree that specifies when it entered into force
 - d) certified true copy of death certificate of deceased spouse/partner
- original certificate of current residence (address certificate delivered by Commissioner's office or affidavit)
- copy of passport

For the parent who do hold Swiss nationality and/or living in Switzerland, please submit the following:

- copy of passport

The original documents are submitted to the civil status authority concerned in Switzerland and must not be older than six months. They will not be returned. Photocopies are not accepted. Additional documents may be required if necessary.

Legalisation

All foreign civil status documents must be legalised with the Apostille of the Hague Convention of October, 5th 1961, before being submitted to the Swiss representation

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:

- declaration form concerning voluntary verification of foreign civil status documents, duly dated and signed
- advance on the cost of USD 1000 or XOF 600'000 for a thorough verification by a law firm approved by the Swiss representation

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 (6-8 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 the birth in the Swiss civil status register is free of charge.

The costs resulting from a thorough verification of foreign civil status documents are to be paid via an advance. A definitive statement of the actual costs will be drawn up at the end of this process.

Further information

In case of family reunion:

- each person requesting a family reunion with residence in Switzerland must appear in person to submit the file at the Embassy in Abidjan
- form visa D in triplicate
- 3 passport photos, not older than 6 months, excellent quality on white background
- criminal record (legal custody)
- letter from parent living in Switzerland with exact address in Switzerland, phone number and email address
- Copy of passport and/or Swiss residence permit from the parent living in Switzerland
- Underage : legal proof of custody, delivered by the competent court
- confirmation of school attendance (if applicable)

Visa fee to be paid in cash at the counter when applying. Prices are subject to change without notice:

| Category | Amount in EUR, payable in XOF according to actual exchange rate |
|----------------------------|---|
| Adults | 80.00 |
| Children aged from 6 to 12 | 40.00 |
| Children up to 6 years old | free |