



## Change of name in Latvia: entry in the Swiss civil status register

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28.07.2022

### Documents to submit

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- Certificates regarding changes of first and surnames\*** (Lēmums par personas vārda un/vai uzvārda maiņu). These certificates must contain the note regarding legal effect and must be submitted as originals.
- If domiciled in Switzerland, a copy of the residence certificate.
- A copy of the passport (pages with personal data and signature).

The original certificates 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.

### Translation

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Documents that are not in a Swiss national language or in English must be accompanied by a **notarized translation** (in German, French or Italian).

### Legalisation

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All **Latvian civil status documents (marked with \*)** must be legalised with an apostille before being submitted to the Regional Consular Centre in Stockholm.

In Latvia, the notaries (Council of Sworn Notaries of Latvia, [www.latvijasnotars.lv](http://www.latvijasnotars.lv)) issue apostilles.

### Fees

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

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## Further information

If civil status documents do not come from Latvia or Switzerland, please contact the Regional Consular Centre in Stockholm beforehand. Depending on the origin of the documents, different regulations apply and the processing can take more time.

Please be informed that civil status affairs have to be registered chronologically in the Swiss Civil Register.

All submitted documents and certificates will be verified and sent to the competent authorities in Switzerland for registration in the Swiss Civil Register. A delay of **at least two months** is to be expected until the change of name is registered. After this period, the [civil status office](#) responsible for the Swiss national's place of origin can provide information on the status of the registration and issue certificates upon request. The Regional Consular Centre informs the involved person by email, as soon as the civil status authorities decided about the inscription in the Register.

Only after the completed registration of change of name in the Swiss Civil Register, an application for a new Swiss passport and/or Identity card may be submitted. The person concerned may file such an application through the website [www.schweizerpass.ch](http://www.schweizerpass.ch) (Passport and identity card for Swiss citizens living abroad > online application).

## Where to obtain the documents

Certificates regarding changes of first and surnames (Lēmums par personas vārda un/vai uzvārda maiņu) with note regarding legal effect  
→ Ministry of Justice (Tieslietu ministrija)

Should you have any questions, please do not hesitate to contact the Regional Consular Centre in Stockholm by e-mail or telephone.