



## After your marriage/civil union performed in New Zealand: How to update the Swiss civil status register

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### Documents to submit

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- New Zealand Marriage certificate/Civil Union Certificate**
  - issued within the last 6 months. If the document is older, a new document must be ordered
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you
- Form [“Additional information to register a marriage or civil union”](#)**, signed by both parties within the last 6 months (with place and date)
- If the Swiss spouse/partner is resident in Switzerland:** Copy of the valid Swiss passport and if available a copy of the certificate of civil status or birth certificate (showing the names of the parents)

### For the non-Swiss spouse / partner:

- Birth certificate**
  - showing the full name of the parents
  - issued within the last 6 months. If the document is older, a new document must be ordered
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you
- Two copies of passport**
- If divorced: Order Dissolving Marriage from New Zealand**
  - Original order dissolving marriage/civil union or an original certified copy, issued within the last 6 months by the Court which granted the order (will not be returned to you)
  - with mention of date order made and date order sealed
  - photocopies, scans or certified copies will not be accepted
- If widowed: New Zealand Death certificate of previous spouse**
  - issued within the last 6 months. If the document is older, a new document must be ordered
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you
- If any document has not been issued by the New Zealand authorities, please contact this representation.** We will then inform you about the criteria required for the non-New Zealand documents. Additional documents and/or an advance payment may be required for the verification process, which can take several months.

**See next page for further information**

## Fees

Registration of the marriage/partnership in the Swiss civil status register is free of charge.

## Further information

### **Where to obtain the documents?**

Department of Internal Affairs (DIA)  
Births, Deaths and Marriages,  
PO Box 10526, Wellington 6143  
New Zealand  
Website [www.bdm.govt.nz](http://www.bdm.govt.nz)  
E-mail: [bdm.nz@dia.govt.nz](mailto:bdm.nz@dia.govt.nz)

### **Where to send the documents?**

Embassy of Switzerland  
Level 12, 10 Customhouse Quay, Wellington 6011  
PO Box 25004, Wellington 6140  
New Zealand

Upon receipt of the relevant documents, the Embassy will translate and legalise the documents and forward them to the appropriate authority in Switzerland, so that the family details can be updated in the Swiss civil status register (Infostar); this takes on average 3-4 months.

The civil registrar authorities in Switzerland may request additional documents / information.