



Birth of a child in Fiji to unmarried parents: How to update the Swiss civil status register

11.08.2022

Documents to submit

For the child:

- Fiji Birth certificate with Apostille**
 - showing the full name of the parents
 - issued within the last 6 months. If the document is older, a new document must be ordered
 - legalised with an Apostille
 - photocopies, scans or certified copies will not be accepted
 - will not be returned to you
- Certified copy of the birth registration form**, issued and certified by the Registrar of Births, Deaths & Marriages with **Apostille**.
- Two copies of the foreign passport of the child**, if the child already holds a passport
- Form ["Additional information to register a Birth"](#)**, dated and signed by both parents

For the non-Swiss parent:

- Birth certificate with Apostille**
 - showing the full name of the parents
 - legalised with an Apostille
 - 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 the passport**
- If single (= never been married or in a registered partnership before): A statutory Declaration/Affidavit with Apostille**
 - sworn before a Notary Public
 - stating the following:
 - Residential address at the time of the child's birth
 - Nationalities
 - Confirmation of the marital status (never been married or in a registered partnership before) at the time of the child's birth
 - original not older than 6 months
 - legalised with an Apostille
 - photocopies, scans or certified copies will not be accepted
 - will not be returned to you

See next page for further information

- If divorced: Certificate of final dissolution of marriage from Fiji with Apostille**
 - 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
 - legalised with an Apostille
 - photocopies, scans or certified copies will not be accepted

- If widowed: Fiji Death certificate of previous spouse with Apostille**
 - issued within the last 6 months. If the document is older, a new document must be ordered
 - legalised with an Apostille
 - photocopies, scans or certified copies will not be accepted
 - will not be returned to you

- If any document has not been issued by the Fiji authorities, please contact this representation.** We will then inform you about the criteria required for the non-Fiji documents. Additional documents and/or an advance payment may be required for the verification process, which can take several months.

Fees

Registration of the birth in the Swiss civil status register is free of charge.

Further information

Where to obtain the documents?

Ministry of Justice, Registrar of Birth, Death and Marriage
 Ground Floor, Suvavou House, Victoria Parade, Suva (Republic of Fiji)
 Website: www.justice.gov.fj
 Phone: (679) 331 5280 or (679) 330 8600, Fax: (679) 3300 4917

Where to obtain the Apostille?

Ministry of Foreign Affairs, International Cooperation
 Level 1 & 2, South Wing, Bose Levu Vakaturaga Complex, 87 Queen Elisabeth Drive
 Postal address: P.O. Box 2220, Government Buildings, Suva, Republic of Fiji
 Website: www.foreignaffairs.gov.fj
 Phone: +679 330 96 45
 E-mail: foreignaffairs@govnet.gov.fj

Where to send the documents?

Embassy of Switzerland
 10 Customhouse Quay
 P.O. Box 25004
 Wellington 6146
 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.

Failure to register children before the age of 25 will lead to the loss of their **Swiss citizenship**. Information regarding the Swiss citizenship of your child can be found on our website [citizenship](#). After the completed registration of the birth in the Swiss civil status register, an application for a **Swiss passport** and / or identity card may be submitted. The parents may file such an application through the website: [Passport and identity card](#).