



## Death in Samoa: How to update the Swiss civil status register

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14.04.2022

### Documents to submit

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- Original death certificate 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
  
- Swiss identity documents** of the deceased (passport and identity card), if applicable.  
The cancelled documents can be returned for commemorative purposes if the family requests this when submitting them.
  
- Contact details** (name, address, phone number and email) **of next of kin**

### Translation

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Documents that are not in a Swiss national language or in English must be translated.

### Fees

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

### Further information

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#### Where to obtain the documents?

Samoa Bureau of Statistics (SBS)  
Births, Deaths and Marriages Registration Division  
Level 1, Government Building (MFMII)  
PO Box 1151  
Apia  
Samoa  
Website: [www.sbs.gov.ws](http://www.sbs.gov.ws)  
Email: [info.stats@sbs.gov.ws](mailto:info.stats@sbs.gov.ws)  
Phone: (685) 24 384  
Fax: (685) 24 675

#### Where to obtain the Apostille?

Ministry of Foreign Affairs and Trade  
PO Box L1859  
Apia  
Samoa  
Website: [www.govt.ws](http://www.govt.ws)  
Email: [mfa@mfat.gov.ws](mailto:mfa@mfat.gov.ws)  
Phone: +685 21 171 / +685 25 313

**See next page for further information**

**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, we 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). The original documents will not be returned.

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