



Birth of a child in the Philippines to unmarried parents: entry in the Swiss civil status register

March 2025

Documents to submit

The following documents must be submitted:

- ☐ **Original Birth certificate*** issued by the Philippine Statistics Authority (PSA) with apostille from the Department of Foreign Affairs (DFA), not older than six months **with affidavit of acknowledgement / admission of paternity**
- ☐ **Valid foreign passport** of the child, if available
- ☐ **Filled out Information Sheet for Birth Registration in Switzerland:**
https://www.eda.admin.ch/content/dam/countries/countries-content/philippines/en/Registration_Infosheet_2024.pdf

**If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- ☐ Birth Certificate issued by the Local Civil Registrar's Office
- ☐ Original Certificate of Baptism/Dedication
- ☐ Original Grade Card, Transcript of Record or other school certificates

From the Filipino parent:

- ☐ **Copy of valid passport**
- ☐ **Original Birth Certificate*** issued by the Philippine Statistics Authority (PSA), with apostille from the Department of Foreign Affairs (DFA), not older than six months

**If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- ☐ Birth Certificate issued by the Local Civil Registrar's Office
- ☐ Original Certificate of Baptism
- ☐ Original Grade Card, Transcript of Record or other school certificates

The following must be submitted according to your civil status:

Single:

- ☐ **Original Certificate of no marriage "CENOMAR"** issued by the Philippine Statistics Authority (PSA) and with Apostille from the Department of Foreign Affairs (DFA), not older than six months

Widowed:

- ☐ **Original Certificate of Advisory on Marriages "CEMAR"** issued by the Philippine Statistics Authority (PSA) and with Apostille from the Department of Foreign Affairs (DFA), not older than six months
- ☐ **Original Death Certificate** of former spouse, issued by the Philippine Statistics Authority (PSA) and with Apostille from the Department of Foreign Affairs (DFA)

Foreign divorce/annulled marriage:

- ☐ **Original Certificate of Advisory on Marriages "CEMAR"** issued by the Philippine Statistics Authority (PSA) and with Apostille from the Department of Foreign Affairs (DFA), not older than six months

- ☐ **Original Annotated Marriage Certificate** issued by the Philippine Statistics Authority (PSA) and with Apostille from the Department of Foreign Affairs (DFA)
- ☐ **Certified true copy of Court Decision/Order/Decree** and **Certificate of Finality** of the annulment/recognition of foreign divorce of marriage, with Apostille from the DFA and translated into any Swiss Language (German, French or Italian) plus one (1) simple photocopy

From the Swiss parent:

- ☐ **Copy of Passport**

The original documents will be sent to the civil status authority concerned in Switzerland and will not be returned. Additional documents may be required if necessary.

Submission of documents to the Embassy

Personal appearance is not required. You may send the documents to the Embassy via courier such as LBC.

E-Apostille and e-certificates

The Philippines now issues e-Apostilles and e-Certificates. However, the competent authorities in Switzerland may still request for the original and physical documents.

Thorough verification

The authenticity of the Philippine documents will be verified with the competent local authorities before transmission to the competent civil status office in Switzerland.

Additional verification, documents and fees may be required through an external service.

The registration of birth in the Swiss civil register can take a minimum of 4 months, if all documents are in order. The competent civil status authority is not bound by the outcome of the verification when making its decision.

Fees

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

Further information

- Please note that incomplete documents will not be accepted.
- For documents which require a translation, you may contact an official translator of your choice, or you may refer to our list of translators:
<https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html>

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