



Adoption in Namibia: entry in the Swiss civil status register

July 2022

Documents to submit

- Original Order/Sentence of Adoption***, issued by Registrar of the competent court and **legalized with an Apostille** (see rubric "Apostille")
- Original unabridged Birth Certificate* before adoption**, mentioning the surname, name of the child and names of biological parents, issued by the Ministry of Home Affairs (DHA) and **legalized with an Apostille** (see rubric "Apostille")
- Original unabridged Birth Certificate* after adoption**, mentioning the new surname, name of the child and names of the adoptive parents, issued by the Ministry of Home Affairs (DHA) and **legalized with an Apostille** (see rubric "Apostille")
- Photocopy of Passport of Namibian child
- Photocopy of Passport or ID of both parents

The original certificates are submitted to the competent civil status authority in Switzerland and will not be returned (**photocopies or certified copies with an Apostille issued by a public Notary are not accepted**). Additional documents may be required by the Swiss civil status authority.

Only original certificates with seal and signature of the competent Officer of the Ministry of Home Affairs or the Registrar of the High Court in charge can be accepted.

All documents marked with a * **must not be older than six months** (date of issue) at the time of their submission to the Regional Consular Centre (RCC) in Pretoria.

Translation

Documents that are not in English must be translated into a Swiss national language (German, French, Italian or Romansch).

Apostille

The Apostille on civil status documents can be obtained at the following local authorities:

Ministry of Justice

Justitia Building
Independence Avenue
Windhoek
Namibia

<https://moj.gov.na/issuing-of-apostilles-by-the-ministry-of-justice>

For the Apostille on the **order/sentence of adoption**, please contact the Registrar of the High Court of Namibia www.ejustice.moj.na

Regional Consular Centre Southern Africa
225 Veale Street, New Muckleneuk, 0181 Pretoria, South Africa
P.O. Box 2508, Brooklyn Square, 0075 Pretoria, South Africa
Phone: +27 12 452 0660, Fax: +27 12 346 6605
southernafrica@eda.admin.ch ; www.eda.admin.ch/pretoria

Fees

Entry of adoption in the Swiss civil status register is free of charge, however in certain cases fees can occur. If this is the case, you will be informed accordingly.

Processing time

Once the complete documentation has been received by the Regional Consular Centre, experience has shown that this process can take several weeks or months.

If the adoption took place outside of Namibia, some foreign documents may require prior legalizations from other Swiss representations and this procedure may also involve additional fees, expenses and time.

Further information

If the documents are sent by mail: Please include a cover letter mentioning your personal and contact details. It is however strongly recommended to use a private courier company.

Please contact the Regional Consular Centre Southern Africa (RCC) at the Embassy of Switzerland in Pretoria if the **adoption took place outside of Namibia**.

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