



After your marriage performed in Namibia: entry in the Swiss civil status register

July 2022

Documents to submit

- Original unabridged (full) Marriage Certificate*** (containing the full information including the civil status of both partners before marriage), issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)
- Original unabridged (full) Birth Certificate*** of Namibian spouse, issued by the Ministry of Home Affairs and **legalized with an Apostille**
- Photocopy of Swiss Passport or ID Card of Swiss spouse
- Photocopy of Passport or ID Card of Namibian spouse indicating surname after marriage
- If the Swiss spouse is a dual citizen: photocopy of Namibian Passport or ID indicating surname after marriage
- Questionnaire, completed and signed by both spouses

If the Namibian spouse has been previously married or if widowed:

- Original Final Order of Divorce***, issued by the competent High Court and **legalized with an Apostille**
- Original abridged Death Certificate*** of the previous spouse, issued by the Ministry of Home Affairs and **legalized with an Apostille**

If the surname after marriage of the Swiss citizen is neither clearly indicated on the marriage certificate nor on any other official document, a **Declaration of Name** can be requested by the authorities of Switzerland. This declaration of name has to be completed and signed in person by both spouses at the competent Swiss representation.

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 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).

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 divorce**, please contact the Registrar of the High Court of Namibia www.ejustice.moj.na

Fees

Entry of the marriage abroad 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 competent Regional Consular Centre, experience has shown that this process can take several weeks or months.

Further information

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

Only once the marriage has been registered in Switzerland, a new Swiss passport can be issued in case of surname change after the marriage.

Please contact the Regional Consular Centre Southern Africa (RCC) in Pretoria if a **citizen of a different country is concerned or the marriage took place outside of Namibia.**

Regional Consular Centre Southern Africa

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