



Birth of a child in Namibia to parents married to each other: entry in the Swiss civil status register

July 2022

Documents to submit

- Original unabridged (full) Birth Certificate*** of the child, containing the surname and name of both parents, issued by the Ministry of Home Affairs and **legalized with an Apostille** (see rubric "Apostille")
- Photocopy of Namibian Passport of child, if available
- Photocopy of Swiss Passport or ID Card of Swiss parent
- Photocopy of Passport or ID Card of Namibian parent
- Questionnaire, completed and signed by 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 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 authority:

Ministry of Justice

Justitia Building
Independence Avenue
Windhoek
Namibia

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

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 the birth 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 Swiss representation, experience has shown that this process can take several weeks or months.

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.

Only once the birth of the child has been registered in Switzerland and the nationality of the child has been confirmed, parents can apply for a Swiss passport for their child.

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

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