



## Marriage to be performed in Switzerland

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July 2022

### Documents to submit

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From the Namibian fiancé(e):

- Application for preparatory procedure for marriage**, to be completed and signed at Regional Consular Center / Consulate General
- Declaration concerning pre-conditions for entering into marriage**, to be completed and signed at Regional Consular Center / Consulate General
- Original unabridged (full) Birth Certificate\*** issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)
- Original Certificate of your actual marital status\*** issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)
- Original Certificate of residence\***, affidavit mentioning the detailed residence address of (at least) the last six months as well as the period (since ... until...), issued by a Commissioner of Oaths and **legalized with an Apostille** (see page 2)
- Original, valid passport** and two photocopies thereof

If you have previously been married or if widowed:

- Original Final Order of Divorce\***, issued by the competent High Court and **legalized with an Apostille** (see page 2)
- Original abridged Death Certificate\*** of the previous spouse, issued by the Ministry of Home Affairs and **legalized with an Apostille** (see page 2)

Documents from your Swiss fiancé(e) or foreign fiancé(e) living in Switzerland:

- Copy of the Certificate of Civil Status for Swiss Nationals ("Personenstandsausweis / Certificat individuel d'état civil / Certificato individuale di stato civile")
- Copy of his/her passport
- For foreigners living in Switzerland -> copy of his/her Swiss residence permit

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**).

**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).

## 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>

For the **Apostille** on the **divorce certificate/final order**, please contact the Registrar of the High Court of Namibia [www.ejustice.moj.na](http://www.ejustice.moj.na)

## Fees

The Regional Consular Centre charges a minimum fee of CHF 230.00, payable in South African Rand (ZAR) for filing the application for marriage. The fees in ZAR may vary according to the exchange rate. Depending of the documents presented, additional costs may arise. Please enquire about the exact fee in ZAR before submitting the documents.

That does not include the fees of the Swiss civil registrar.

## Visa

Namibian citizens require a visa to enter Switzerland. The visa procedure is separate from the marriage preparation process and the fees are not included in the above overview.

Please refer to the following website <https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-ch.html> for further information and if necessary, contact the Visa section directly ([pretoria.visa@eda.admin.ch](mailto:pretoria.visa@eda.admin.ch))

## Processing time

It is recommended that the application for marriage preparation and the visa application are submitted at **least 4 – 6 months** before the marriage is planned to take place.

If the foreign fiancé(e) is not a Namibian citizen, some foreign documents may require prior legalizations from other Swiss representations and this procedure may also involve additional fees, expenses and time.

## Further information

It is mandatory that you present yourself in person at the Regional Consular Center in Pretoria to hand in your documents. Please contact the Regional Consular Centre in order to make an appointment.

The Swiss/foreign fiancé(e) living in Switzerland has to submit his/her application for marriage preparation at the competent civil registry office in Switzerland.

The civil registry office in Switzerland in the town or city where the marriage is going to take place is solely responsible for specifying and processing the required documents. **Additional documents may be required.**

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

### **Regional Consular Centre Southern Africa**

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