



## Marriage to be performed in Switzerland

March 2024

### Documents to submit in person to your Swiss representation

The “Application for preparatory procedure for marriage” and “Declaration concerning preconditions for entering into marriage” must be filled in at the Embassy and signed personally by the applicant. To fill out the forms, you need to speak either one of the Swiss official languages (German, French, Italian) or English.

Please note that an appointment is required. Contact the consular section of the Embassy by e-mail [seoul.chancery@eda.admin.ch](mailto:seoul.chancery@eda.admin.ch) or by phone.

### Swiss citizen

#### Swiss citizen, who is registered at the Embassy as Swiss Abroad

- Valid passport in original
- Certificate of residence: The Embassy of Switzerland in Seoul will issue a certificate of nationality and registration. The fee for the certificate is CHF 40.00 and has to be paid in cash in the local currency KRW.

#### Swiss citizen, who is not registered at the Embassy

- Valid passport in original
- Certificate of residence from the official residency in Switzerland
- Certificate of civil status (Personenstandsausweis, fiche individuel d'état civil), if available

### Korean citizen

- Valid passport in original (please make sure that your passport is signed)
- Passport copy of Swiss citizen and his/her exact address in Switzerland

#### 1) Birth Certificate

- Identification Certificate, detailed ‘Gibon Jungmyungseo-sangsae (기본증명서-상세)’ with Apostille\* + copy
- Family Relation Certificate, detailed ‘Gajokgwangye Jungmyungseo-sangsae (가족관계증명서-상세)’ with Apostille\* + copy

**Note:** Since December 2019, the Korean authority is issuing “English Language Certificate of Family Relation” (영문 가족관계증명서). This document is not accepted as it does not contain full information from the Korean version.

#### 2) Proof of your civil status

- Marriage Relation Certificate, detailed ‘Honingwangye Jungmyungseo-sangsae (혼인관계증명서-상세)’ with Apostille\* +copy

#### 3) Proof of residence

- Registration Certificate ‘Jumindeungnok Deungbon (주민등록등본)’ with Apostille\* + copy

77 Songwol-gil  
Jongno-gu  
Seoul 03165

Phone: 0082 2 739 95 11, Fax: 0082 2 737 93 92  
[seoul@eda.admin.ch](mailto:seoul@eda.admin.ch), [www.eda.admin.ch/seoul](http://www.eda.admin.ch/seoul)

: only if you are residing in Korea; otherwise registration certificate of the residing country.

The original documents are submitted to the civil status authority concerned in Switzerland and **must not be older than three months. They will not be returned.** Photocopies are not accepted. Additional documents may be required if necessary.

## Other national citizen

### Birth Certificate & Proof of civil status

- refer to the website of [Embassy of Switzerland of your nationality](#).

### Proof of residence

- Certificate of Foreign Resident Registration (외국인등록 사실증명) with Apostille\*+ copy

## Translation

Korean civil documents will be translated by the Embassy of Switzerland in Seoul.

## Apostille

To obtain 'Apostille' on Korean civil status documents, please contact the following office

### Service and Support center for Overseas Koreans

Twin Tree A bldg, 15fl.

6 Yulgok-ro, Jongno-gu, Seoul 03142

Tel. +82 2 6747 0404

<http://www.oka.go.kr/oka/services/info/apostille/>

How to get Apostille: <http://www.oka.go.kr/oka/services/info/apostille/>

or **E-Apostille**: <https://www.apostille.go.kr/gb/app/appIndex.do>

## Fees

The fees for this preparatory procedure costs approx. **KRW 500'000 (paid in cash at the Embassy, visa fee excluded)**.

The fees are charged according to *the Ordinance of 07.10.2015 regarding the Fees of the Federal Department of Foreign Affairs as well as the Ordinance of 27.10.1999 on Civil Status Fees (CSFO)*.

## Further information

- Visa**: For more detailed information regarding taking up residence in Switzerland (Family Reunion Visa), please refer to the [visa website](#) of the Embassy of Switzerland in Seoul.
- Please note that it will take at least 10 weeks until the visa for marriage preparation is authorized.
- Please hand in the contact details and the exact transcription of the names of the **Korean citizens' parents in English**. The names have to be exact on all documents in accordance with the passports of the parents.

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