



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

December 2022

Documents to submit to the competent Swiss representation in China

Since 1 January 2014, China started to use a new version of the Medical Certificate of Birth. At the same time a new regulation was introduced that allows for children of at least one non-Chinese parent, to be registered with either a Chinese (Hànzi) or Latin name (Latin font). The family name of the newborn can be either from the father or from the mother. Once the birth certificate has been issued, the information on it is determinant for the registration in the Swiss civil status register.

Birth certificate with Latin name

If the child is officially registered with a Latin name, the original birth certificate needs to be presented. The Swiss representation will make a certified copy of it and hand the original back to the parents.

- Original birth certificate of the child
- Passport copies of parents and if available passport copy of the child's foreign passport

If the parents decide to officially register their child with a Latin name, the Chinese parent may not be able to register the newborn in their Hukou in China. As a consequence, the child cannot apply for a Chinese passport, neither for further benefits (school etc.). However, strict application of this regulation may vary depending on province. In order for the child to enter and exit China with a Swiss passport, an "Entry and Exit"-booklet can be obtained at the competent Chinese authorities. For more information please inquire with the local Hukou registration bureau.

Birth certificate with Chinese name

If the child is officially registered with a Chinese name, the birth certificate must be translated into German, French, Italian or English by a notary. The child's surname and first name must be translated into the Pinyin version for transcription to the Swiss civil status register. The document must be notarized and afterwards legalized by the Chinese Ministry of Foreign Affairs.

- Birth certificate (notarial certificate of birth), not older than 6 months, issued by a public notary.
The notarial certificate contains the translation and a copy of the original birth certificate.
- Passport copies of parents and if available passport copy of the child's foreign passport

Subsequent change of name after registration has taken place

The registered name in the Swiss civil register can only be changed by a formal decision of change of name. Therefore, parents have to apply by a written request for the change of name to the attention of the competent authority at the place of origin in Switzerland of the Swiss parent. The letter must be written in a national language of Switzerland (and/or English) and signed by both parents. A change of name will only be granted if legitimate reasons are given. There is no guarantee that the civil authority body will grant the request.

The original documents are submitted to the civil status authority concerned in Switzerland and must not be older than six months. In the case of an original birth certificate with Latin name, the date of issue is applicable. In the case of a notarial certificate of birth issued by a public notary, the date of notarization is applicable. Photocopies are not accepted. Additional documents may be required if necessary.

Legalization

No legalization is required for a birth certificate with Latin name. However, the notarial certificate of birth, issued by a public notary, must be legalized by the Chinese Ministry of Foreign Affairs before being submitted to the Swiss representation:

Consular district Beijing:

Visa Office (Legalisation)
China Tourism Group Travel Service Corporation Limited
8 Dongjiaominxiang, Dongcheng District
100005 Beijing,
Tel: (010) 6512 48 96

Consular district Shanghai:

Shanghai

Shanghai Foreign Affairs Office
Room 104, 1F
Business Building
Hotel Equatorial
Huashan Rd. 228
Jing'an District
Shanghai 200040
Tel: 021 6247 0833

Jiangsu

Jiangsu Provincial
Foreign Affairs Office
F Area, 2F, Jiangsu
Provincial Government
Affairs Service Center
No. 145 Hanzhongmen
Street, Jianye District
Nanjing 210000
Tel: 025 8366 6440

Zhejiang

Zhejiang Provincial
Foreign Affairs Office
Counter 3-6, 2F, Zhejiang
Foreign Communication
Service Center
No. 1 Shihan Rd.
Xihu District
Hangzhou 310007
Tel: 0571 8705 4901- 4

Anhui

Anhui Provincial
Foreign Affairs Office
Counter No.6, Business
Hall No.1, 1F, Anhui
Provincial Government
Affairs Service Center
No.509 Maanshan Rd.
Baohe District
Hefei 230002
Tel: 0551 6299 9839

Consular district Guangzhou:

Guangdong Province

Foreign Affairs Office of the
People's Government of
Guangdong Province
No.2, Youlin 1st Road, Chigang,
510310 Guangzhou
Tel: 020 8121 9789
020 8121 7589
Fax: 020 8121 6029

Fujian Province

Foreign Affairs Office of Fujian
Provincial People's Government
97 Hua Lin Road, Gulou District
35003 Fuzhou
Tel: 0591 8781 5074

Guangxi Zhuang Autonomous Region

Foreign Affairs Office of Guangxi
Zhuang Autonomous Region
6 Yibin Road, Qingxiu District
530023 Nanning
Tel: 077 1559 5561
077 1561 3250
Fax: 077 1564 2584

Hainan Province

Foreign Affairs Office of Hainan
Province
No. 9 Guo Xing Avenue
570203 Haikou
Tel: 0898 6531 6350

Hunan Province

Foreign Affairs Office of Hunan
Province
3F, Xianghui Building
No. 12 Shaoshanbei Road
Furong District
Tel: 0731 8221 9825
0731 8221 9830
Fax: 0731 8221 7595

Jiangxi Province

Jiangxi Provincial Foreign Affairs
Office
157 Supu Road
330006 Nanchang
Tel: 0791 8628 1957
Fax: 0791 8622 4679

Shenzhen City

Shenzhen Foreign Affairs Office
Zone B, Citizen Center
Fuzhong 3rd Road, Futian District
518000 Shenzhen
Tel: 0755 8812 0330
0755 8812 0331

Zhuhai City

Zuhai Foreign Affairs Office
Building 2
Municipal Government
Courtyard
519000 Zhuhai
Tel: 075 6218 6313
075 6218 6317
075 6212 5107

Translation

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

Fees

Entry of the birth in the Swiss civil status register is free of charge.

Further information and request for Swiss identity documents

Please register the birth of your child as soon as possible. A minimum of two months must be expected for the birth registration.

Once the birth has been entered in the civil status register, parents can order a Swiss passport and/or identity card via the website www.schweizerpass.ch.

https://www.ch-edoc-passantrag.admin.ch/#!/antraggesuch?request_locale=en

A Swiss identity document can only be ordered once the birth of the child has been entered in the Swiss civil status register or the child's Swiss citizenship has been confirmed.

For questions, you can contact the Swiss representation responsible for your place of residence / consular district. The contact information can be found below.

Embassy of Switzerland in Beijing

Sanlitun Dongwujie 3
Beijing 100600, P.R. China
Phone: +86 10 8532 88 88
Fax: +86 10 6532 43 53
beijing.kanzlei@eda.admin.ch
www.eda.admin.ch/beijing

Consulate General of Switzerland in Shanghai

22F, Building A, Far East Intl. Plaza
319 Xian Xia Road
Shanghai 200051, P.R. China
Phone: +86 21 6270 0519
Fax: +86 21 6270 0522
shanghai.consular@eda.admin.ch
www.eda.admin.ch/shanghai

Consulate General of Switzerland in Guangzhou

27th Floor, Kingold Century
No. 62, Jinsui Road
Zhujiang New Town, Tianhe District
Guangzhou 510623, P.R.China
Phone: +86 20 3833 0450
Fax: +86 20 3833 0453
guangzhou@eda.admin.ch
www.eda.admin.ch/guangzhou