



## Birth of a child in China to parents who are not married: Entry in the Swiss civil status register

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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.

### **Chinese parent who is not yet registered in the Swiss civil status register:**

If the Chinese parent is not yet registered in the civil status register, further documents are required:

- Birth certificate with names of the parents (notarial certificate of birth), issued by a public notary
- Civil status certificate(s):
  - a) Declaration of your current civil status (affidavit), certified by a public notary
  - b) Divorce certificate (notarial certificate of divorce), issued by a public notary, if divorced at the Chinese civil registration office
  - c) Divorce decree, notarized by a public notary, if divorced in court.  
In case of divorce by means of legal mediation by the court, a notarized certificate of legal effect must also be submitted.
  - d) Death certificate (notarial certificate of death) of the deceased spouse, issued by a public notary, if widowed
- Certificate of residence, issued by a public notary  
(certificate of current address and not a translation of the Hukou)
- Photocopy of a valid passport or identity card

If the parent concerned is not a Chinese citizen, please contact us.

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.  
Baohu 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 and an entry of the foreign parent in the Swiss civil status register are 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.

If the father of the unmarried parents is registered on the birth certificate, this is automatically considered as recognition of paternity in China. Therefore, it is not necessary to submit any other documents besides the birth certificate to acknowledge paternity / confirm the child relationship. However, if only the mother is registered on the birth certificate, please contact us. In this case, we would need a notarial certificate of paternity acknowledgement, issued by a public notary.

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](http://www.schweizerpass.ch).

[https://www.ch-edoc-passantrag.admin.ch/#/antraggesuch?request\\_locale=en](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](mailto:beijing.kanzlei@eda.admin.ch)  
[www.eda.admin.ch/beijing](http://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](mailto:shanghai.consular@eda.admin.ch)  
[www.eda.admin.ch/shanghai](http://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](mailto:guangzhou@eda.admin.ch)  
[www.eda.admin.ch/guangzhou](http://www.eda.admin.ch/guangzhou)