



## Death in China: Entry in the Swiss civil status register

July 2022

### Documents to submit to the competent Swiss representation in China

- Death certificate (notarial certificate of death), issued by a notary public. The notarial certificate must include a copy of the original death certificate.
- Swiss identity documents of the deceased (passport and identity card). The voided documents can be returned for commemorative purposes if the family requests this when submitting them.
- Contact information for reaching a member of the surviving family

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

### Translation

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

### Legalization

The death certificate (notarial certificate of death) 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  
Legalization Division  
Huashan Rd. 228  
Hotel Equatorial, Office Bldg  
  
Shanghai 200040  
Tel: 021 6247 0833

**Jiangsu**  
Jiangsu Provincial  
Foreign Affairs Office  
Consulate Division  
No. 145 Hanzhongmen  
Street  
Nanjing 210029  
Tel: 025 8366 6440

**Zhejiang**  
Zhejiang Provincial  
Foreign Affairs Office  
Passport and Visa Div.  
No. 1 Shihan Rd.  
  
Hangzhou 310007  
Tel: 0571 8705 4924

**Anhui**  
Anhui Provincial  
Foreign Affairs Office  
Entry & Exit  
Administration Section  
  
No.509 Maanshan Rd.  
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  
0591 8780 9733

### **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

## **Fees**

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

## **Further information**

In the event of a death, contact the Swiss representation responsible for your place of residence / consular district as soon as possible. You will find the contact information 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  
[guangzhou@eda.admin.ch](mailto:guangzhou@eda.admin.ch)  
[www.eda.admin.ch/guangzhou](http://www.eda.admin.ch/guangzhou)