



## Marriage to be performed in Switzerland: Required Documents (Check List)

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23.11.2022

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

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- Request to have a marriage performed (Form 0.34)

*Application for Marriage Preparation (available only in German, French or Italian)*

Fiancés residing in Hong Kong need to complete and sign Form 0.34 together at this Consulate General in the presence of a consular officer. If you do not understand any Swiss language (German, French or Italian) or English you will need to bring along a person, who is able to translate the form into your native language, as this Consulate General does not provide translation services.

Fiancés residing in Switzerland may complete and sign Form 0.34 directly at the Swiss Marriage Registry, where the marriage will take place.

- Declaration regarding Requirements before Marriage (Form 0.35)

*Declaration concerning pre-conditions for entering into marriage (available only in German, French or Italian)*

Fiancés residing in Hong Kong each need to individually complete and sign Form 0.35 at this Consulate General in the presence of a consular officer. It will NOT be handed out prior to your appointment. If you do not understand any Swiss language (German, French or Italian) or English you will need to bring along a person, who is able to translate the form into your native language, as this Consulate General does not provide translation services.

Fiancés residing in Switzerland may complete and sign Form 0.35 directly at the Swiss Marriage Registry, where the marriage will take place

#### **For Swiss citizens:**

- original certificate of current residence  
If you live in Hong Kong, this Consulate General will issue this document for you (additional CHF 40.00)
- valid passport or identity card  
Your passport will be returned to you right away (as soon as certified copies have been made by consular officer)
- Certificate of Civil Status (Personenstandsausweis / Fiche individuelle d'état civil)  
This document might be required by the civil status office in charge in Switzerland (Zivilstandsamt / Service de l'état civil). They can provide the necessary information.

**For citizens of other countries:**

- original birth certificate establishing who the parents are  
How to obtain a Hong Kong Birth Certificate? See web link below:  
<http://www.gov.hk/en/residents/immigration/bdmreg/birth/applybirth.htm>  
*If you were born outside of Hong Kong, please refer to subparagraph 8-13 on page 3-4 to obtain relevant information according to your birth place / nationality*
- original current civil status record:
  - a) certificate establishing that they are unmarried  
(in Hong Kong: *Certificate of Registered Particulars*)
  - b) divorce decree that specifies when it entered into force
  - c) dissolution decree that specifies when it entered into force
  - d) death certificate of deceased spouse/partner
- original *Certificate of Registered Particulars* (mandatory for Hong Kong residents) valid when the marriage was performed or the partnership was registered  
It should contain Name and other aliases, Date of birth, Place of birth, Nationality, Marital status, Present residential address.  
How to obtain a *Certificate of Registered Particulars*? See web link below:  
<http://www.gov.hk/en/residents/immigration/idcard/hkic/appforcert.htm>
- valid passport or identity card  
Your passport will be returned to you right away (as soon as certified copies have been made by consular officer)

Certain documents may no longer be required if the person is already registered in the Swiss civil status register.

**If the second person is domiciled in Switzerland:**

- copy of their certificate of current residence in Switzerland  
IMPORTANT: Must be obtained at your Swiss place of residence (Einwohnerkontrolle / Contrôle des habitants).
- copy of their valid passport or identity card

**For any joint children who are not yet entered in the Swiss civil status register:**

- original birth certificate establishing who the parents are
- original official decree establishing filiation or recognition of paternity
- original certificate of current residence
- valid passport or identity card

**For any joint children who are entered in the Swiss civil status register:**

- copy of their birth certificate
- copy of their valid passport or identity card

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.

	<b>additionally from MAINLAND BORN CHINESE Fiancé(e)</b>		
8.	<ul style="list-style-type: none"> <li>• 1 x Birth Certificate indicating names of parents</li> <li>• if still living on the Mainland: <ul style="list-style-type: none"> <li>1 x Declaration of marital status (Affidavit) IMPORTANT: Must be obtained prior to marriage</li> <li>1 x Certificate of Residence</li> </ul> </li> <li>• Divorce Decree if divorced or Death Certificate of spouse if widowed</li> </ul> <p>All Mainland Chinese Certificates must first be translated (English, German, Italian or French) by a notary public on the Mainland and then legalized by the Consular Section of the Foreign Affairs Office of the relevant Chinese Province (applies for consular districts Guangzhou and Shanghai) or by the Consular Section of the Ministry of Foreign Affairs in Beijing (applies for consular district Beijing).</p> <p>For more detailed information, please refer to the web link below and the relevant information sheets of the Swiss representations in Beijing, Guangzhou, and Shanghai:  <a href="https://www.eda.admin.ch/beijing">https://www.eda.admin.ch/beijing</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
	<b>additionally from FILIPINO Fiancé(e)</b>		
9.	<ul style="list-style-type: none"> <li>• Birth Certificate issued by National Statistics Office (NSO)</li> <li>• if birth was registered late (more than 30 days after birth): <ul style="list-style-type: none"> <li>- Birth Certificate issued by the Local Civil Registrar's Office</li> <li>- Original Certificate of Baptism</li> <li>- Original Grade Card, Transcript of Record or other school records</li> </ul> </li> <li>• if single: <b>Certificate of no marriage "CENOMAR"</b> (original), issued by the Philippine Statistics Authority (PSA = formerly NSO) on Security Paper stating the non-appearance of your name in the '<i>NATIONAL INDICES OF MARRIAGE</i>', not older than six (6) months from the date of issuance.</li> <li>• if widow/widower: <b>Marriage Contract and Death Certificate</b>, issued by the Philippine Statistics Authority (PSA = formerly NSO)</li> <li>• for dissolved/annulled marriage: <ul style="list-style-type: none"> <li>- <b>annotated Marriage Certificate</b> issued by NSO</li> <li>- <b>Certified true copy of Court Decision/Order/Decree and Certificate of Finality</b> of the annulment/recognition of foreign divorce of marriage authenticated by the Department of Foreign Affairs and translated into any Swiss Language (German, French or Italian).</li> </ul> </li> <li>• due to the RA 10173 (a.k.a. Data Privacy Act), an authorization letter from the client is required before the competent office can disclose any information to the Embassy in Manila.</li> <li>• an advance payment of around CHF250 must be made for the legalization of Filipino documents.</li> </ul> <p>For more information, please refer to the civil status matter web site of the Swiss Embassy in Manila:  <a href="https://www.eda.admin.ch/countries/philippines/en/home/services/civil-status/marriage.html">https://www.eda.admin.ch/countries/philippines/en/home/services/civil-status/marriage.html</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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	<b>additionally from INDONESIAN Fiancé(e)</b>	YE S	NO
10.	<ul style="list-style-type: none"> <li>• Renewed Birth Certificate with a copy of the old one</li> <li>• Attestation regarding marital status, residency and citizenship  In case of divorce: divorce certificate and divorce decree from the court (translated into German/Italian/French)  In case of widow: death certificate of late spouse.  (the above mentioned documents must be legalized by the Indonesian Ministry of Law and Human Rights and the Foreign Affairs)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Actual Family Card with copy of the old one</li> <li>• Identity Card from Indonesia</li> <li>• additional documents may be required, if deemed necessary</li> <li>• an advance payment of around HKD 1'700 must be made for the legalization of Indonesian documents. Laminated documents are not accepted.</li> </ul> <p>For more information, please refer to the marital status web site of the Swiss Embassy in Jakarta:  <a href="http://www.eda.admin.ch/eda/en/home/rebs/asia/vidn/embjar/lividn/marria.html">http://www.eda.admin.ch/eda/en/home/rebs/asia/vidn/embjar/lividn/marria.html</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>additionally from JAPANESE Fiancé(e)</b>		
11.	<ul style="list-style-type: none"> <li>• new Japanese Family Register Extract (Koseki Touhon)</li> <li>• in some cases: old Family Register Extract (Kaisei Hara Koseki)</li> <li>• Certificate of Residence (Juminhyou)</li> <li>• If divorced: Divorce Decree (Rikon Todoke no Juri Shoumeisho)</li> <li>• If widowed: Death Certificate of spouse</li> </ul> <p>For more information, please refer to the web site of the Swiss Embassy in Tokyo (click on consular services):  <a href="http://www.eda.admin.ch/eda/en/home/rebs/asia/vjpn/embjpn.html">http://www.eda.admin.ch/eda/en/home/rebs/asia/vjpn/embjpn.html</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>additionally from THAI Fiancé(e)</b>	YES	NO
12.	<ul style="list-style-type: none"> <li>• Birth Certificate indicating name of parents (first and last name)</li> <li>• Certificate of Marital Status</li> <li>• Certificate of Residence (Tabienban) for previous 6 months</li> <li>• Family Register Extract (Thanon Nakhon Sawan, Khet Dusit, Bangkok 10300, Tel. 02 356 96 58)</li> <li>• If divorced or widowed: Divorce Register Extract or Death Certificate</li> </ul> <p>For more information, please refer to the web site of the Swiss Embassy in Bangkok:  <a href="http://www.eda.admin.ch/eda/en/home/rebs/asia/vtha/embban.html">http://www.eda.admin.ch/eda/en/home/rebs/asia/vtha/embban.html</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>additionally from ALL OTHER Fiancé(e)</b>		
13.	<p>Select the relevant Swiss representation in your home country on the web site below, click on consular services or Swiss abroad (living in ...) to learn about documents that are required in order to register your marriage with a Swiss citizen. In case of doubt, you may also directly contact the respective Swiss Embassy or Consulate:  <a href="http://www.eda.admin.ch/eda/en/home/rebs.html">http://www.eda.admin.ch/eda/en/home/rebs.html</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

## Translation

Documents that are not in a Swiss national language or in English must be translated.

## Interpreter

If you do not understand any Swiss language (German, French or Italian) or English you will need to bring along a person, who is able to translate the form into your native language, as this Consulate General does not provide translation services.

## Fees

The consular fee for processing your marriage application varies from case to case and differs if documents from outside of Hong Kong are involved. The fees start from HKD 2,500.00 upwards. Please be aware that there will be additional charges from the Marriage Registry in Switzerland.

## Further information

If you wish to get married in Switzerland, you should start proceedings at least 3 – 5 months prior to your planned marriage date. Generally, more time is needed if documents from outside of Hong Kong are involved.

You should first contact the Swiss Marriage Registry (“Zivilstandsamt” in German or “Service de l’état civil” in French) of your choice to check on the availability of your preferred wedding date. Contact information can be made available upon request.

Next, you should obtain and prepare all documents listed on the above check list.

Once you have all required documents ready, please make an appointment with this Consulate General to sign the relevant Forms 0.34 and 0.35 in the presence of a consular officer as well as to submit all of your documents and pay the relevant fees.

If your fiancé(e) is residing in Switzerland, he or she will submit his or her documents directly to the civil status office of his/her domicile.

After your appointment with this Consulate General your documents will be forwarded to the competent authorities in Switzerland (or other Swiss representations abroad if documents from outside of Hong Kong are involved) for approval, which will take several months.

If you require a visa to enter Switzerland you will have to await the completion of your marriage preparation application abroad before being able to travel or move to Switzerland (Visa fee additional to marriage preparation fee).

Your marriage may affect your family name. Please refer to the information provided on this website.