



Preparation of marriage in Switzerland

The civil status offices in Switzerland are responsible for questions related to marriages. The partner living in Switzerland should therefore contact the civil status office responsible for the place of marriage for information about the process.

For the Ethiopian partner as well as for the Swiss national living in Ethiopia, the process is as follows:

Step 1: Providing of documents

For the Swiss partner living in Ethiopia:

- ❖ **Passport**
- ❖ **Certificate of civil status**, not older than six months
 - The document may be ordered from the civil status office at the place of origin.
- ❖ **Certificate of residence**, not older than six months
 - For Swiss citizens registered with this Embassy, the certificate will be issued by this representation.

For the Ethiopian partner living in Ethiopia:

- ❖ **Copy of the form „Application for preparatory procedure for marriage“ filled in by the partner living in Switzerland**
 - This is required, in case the partner who lives in Switzerland is not present and serves to declare the exact personal data, nationality/place of origin and address of the absent partner, as well as the chosen place of marriage.
- ❖ **Passport**
- ❖ **Birth certificate** (*issued by the Vital Events Registration Agency*)
- ❖ **Non-marital certificate or non-impediment attestation**, not older than six months (*issued by the Vital Events Registration Agency*)
 - If divorced, additionally divorce certificate (issued by the Vital Events Registration Agency)
 - If widowed, additionally the **marriage certificate** and **death certificate** of the previous spouse (issued by the Vital Events Registration Agency)
- ❖ **Certificate of residence**
 - Valid ID-card

For common children:

- ❖ **Birth certificate** (*issued by the Vital Events Registration Agency*) of the child
- ❖ **Foreign passport**, if already existing

Please make sure the information on the documents is correct. Names in Amharic, Oromia, Tigrinya and English have to be written the same way on each document, including the passport.

Step 2: Legalization and translation

The original Ethiopian civil status and court documents need to be legalized by the Ethiopian Ministry of Foreign Affairs. All documents written in Amharic, Oromia or Tigrinya need to be translated into

German, French, Italian or English by one of the Embassy's officially recognized translation offices (see list [here](#)).

Step 3: Personal appearance and payment of fees

All documents must be submitted as **originals** in person upon appointment. Please call the consular section of the Embassy to arrange an appointment. Certificates issued only once (e.g. birth certificate) will be returned after the verification.

The fees of approx. **CHF 305.00** as well as **CHF 40.00** for the certificate of residence for Swiss nationals living abroad have to be paid in cash and in **ETB** when submitting the documents. Such fees are governed by the Ordinance on the Fees charged by the Federal Department of Foreign Affairs (FeeO FDFA) as well as by the Ordinance on the Fees in civil status affairs (ZStGV). Additional fees for the verification of the documents apply and range between **CHF 120 – CHF 700** depending on the amount of documents and region.

When submitting the documents, the following forms will have to be filled in a Swiss national Language (D, F, I):

- ❖ Application for preparatory procedure for marriage
- ❖ Declaration concerning pre-conditions for entering into marriage.

A template in English and Amharic is available as a translation aid. If the applicant's level of one of these languages is not adequate, the applicant is requested to bring along a translator from one of our recognized translation offices (see list [here](#)). The translator has to proof his identity by presenting a valid ID card with translation and/or passport.

Prior to the marriage, the civil status offices in Switzerland or the Swiss representation can provide information on the choices of **family names** to be carried after the marriage.

The Embassy of Switzerland reserves the right to request further documents. The cantonal civil status authorities also demand further documents as needed.

Step 4: Solemnizing the marriage

All submitted documents and certificates will be verified, legalized and together with the filled forms, sent to the civil status office responsible for the marriage. A delay of **at least three to four months** is to be expected until the marriage can take place. After such delay, the Swiss resp. the partner who lives in Switzerland is kindly invited to contact the responsible civil status office directly.

Step 5: Entry to resp. residence in Switzerland

Ethiopian nationals need a visa to travel to Switzerland or to take up residency. In the event of an intended relocation to Switzerland, the visa application should be submitted on the same day at the counters of Embassy of Switzerland in Addis Abeba. For detailed information, please consult the Embassy's [website](#).

Step 6: Marriage registration

Swiss nationals who are registered with this Embassy are requested to send a **copy of the marriage certificate** to this representation by e-mail, in order to update the Register of the Swiss abroad. Changes in civil status which have taken place abroad are generally to be reported to the countries of origin of the partners. After the marriage, please contact the representation of Ethiopia in Switzerland to register the marriage in Ethiopia.

Should you have any questions regarding the marriage preparation, please do not hesitate to contact the Embassy by e-mail or telephone.

Addis Abeba, September 2018