



## GHANA: Change of name Entry in the Swiss civil status register

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July 2022

### Information

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Please send the all documents as a **scan in PDF format (good quality)** by e-mail to the Swiss Embassy in Accra at [accra@eda.admin.ch](mailto:accra@eda.admin.ch). After checking the documents, you will be asked to send the original documents (except your passport) to the Swiss Embassy in Accra. After examination of the documents, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

### Procedure and documents to submit

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#### Procedure

Three steps for obtaining a legal name change in Ghana.

1. To begin, a person must possess proof, such as a birth certificate, of their current name. With this evidence, the person must then take it to swear an affidavit before the Commission of Oaths, a Ghanaian court.
2. Once this is done the individual goes to the Office of the Judicial Secretary, where the affidavit is signed/endorsed.
3. For the third and final step the individual must have the changed names published in the Ghanaian Gazette. It is only after the new name is gazetted that it is considered legally changed. A passport with the new name may be obtained.

#### Documents

- Affidavit
- Birth certificates: before the change of name
- Gazette – booklet in original
- Passport old and actual

### Translation

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

### Legalisation

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All statutory declarations must be legalised by the MFA before being submitted to the Swiss representation:

#### Ministry of Foreign Affairs and Regional Integration

Post Office Box M53  
No. 5 Agostino Neto Rd. Liberation Avenue

**Embassy of Switzerland for Ghana, Benin and Togo**  
Hilla Limann Hwy/ King Tackie Avenue  
corner of Kenneth Kaunda Rd  
P.O. Box 359 GPO  
North Ridge, Accra (Ghana)  
Phone.: +233 30 222 81 25  
[accra@eda.admin.ch](mailto:accra@eda.admin.ch)  
[www.eda.admin.ch/accra](http://www.eda.admin.ch/accra)

## Thorough verification

As a rule, foreign civil status documents to be submitted must undergo a thorough verification of their authenticity by an approved law firm mandated. To this end, please submit the following to the Swiss representation:

- Questionnaire regarding verification + legalisation of name change documents and one passport photo (with white background)

Additional documents may be required, depending on the conclusions of a lawyer's expert advice or the requirements of the authorities concerned in Switzerland.

The approved law firm mandated may take several months to verify the civil status documents thoroughly. The conclusions of the firm's advice are not binding on the civil status authority concerned.

## Fees

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

The cost of the legalization of the documents will be communicated to you after the submission of the documents (scanned in PDF format). Local fees involved to be paid at the Embassy during submission of documents (see below for other option).

Total fee to be paid are between GHC 2780.00 and GHC 4800 out of which lawyer's fee depending on the region are between GHC 1600.00 and GHC 3815.00 for 3 documents. Additional documents will be charged (GHC 270.00 per piece). Fees are as of today and can change based on exchange rates.

The family members living in Switzerland have the possibility to pay an advance fee of around CHF 1000.00 in Switzerland; either to the Swiss authorities of the civil registrar (for Swiss nationals), or to the Police of foreign nationals of the Canton of residence (for foreigners living in Switzerland).

Any balance will be refunded by the concerned authorities in Switzerland or by the Embassy abroad after closing the case.