



Factsheet - Birth in New Zealand

Please note: an Apostille is required on all civil status certificates and court documents from the following countries of our consular district: the Cook Islands, Fiji, Samoa, American Samoa, Tonga, Niue.

To register the birth of your child with this Embassy and the authorities in Switzerland, you will need to submit the following documents:

- Birth certificate of the child, issued within the last 6 months. If the document is older, a new document must be ordered and re-issued. Photocopies, scans or certified copies are not accepted;

In case of registration of the birth of an adult child (over 18 years old), the following additional documents have to be submitted:

- An affidavit by the adult child, issued within the last 6 months and certified by a Notary Public, confirming the following:
 - current marital status (single, married, divorced or widowed);
 - place(s) of residence / address(es) for the last 6 months;
 - nationality / nationalities;
- Duly signed valid passport of the adult child or a certified copy of the same issued within the last 6 months by a Notary Public or a Court;
- If an original passport is sent, a prepaid, trackable, self-addressed courier bag for the safe return of the passport.

In case of registration of the birth of a child whose parents were not married at the time of the birth, the following additional documents have to be submitted:

- if the birth has been notified to the New Zealand authorities per post or personally:
Copy of the "Notification of birth for registration of the child" (source document) issued and certified by the Department of Internal Affairs (DIA), *Births, Deaths & Marriages*
or
if the birth has been notified to the New Zealand authorities online:
Letter issued by the Department of Internal Affairs (DIA), *Births, Deaths & Marriages* confirming that the birth was notified online with notification date and family name/s and first name/s of the parents
- Birth certificate of the non-Swiss parent, showing the full names of the parents, issued within the last 6 months. If the document is older, a new document must be ordered and re-issued. Photocopies, scans or certified copies are not accepted;
- Form [Affidavit child born out of wedlock](#) signed by both parents within the last 6 months (with place and date) certified by a Notary Public or a Court;
- If the non-Swiss parent was divorced at the time of the birth of the child, the original divorce order or a certified copy of the same, issued within the last 6 months by the Court which granted the order, with mention of date order made and date order sealed;

- If the non-Swiss parent was widowed at the time of the birth of the child, an original death certificate of the previous partner, issued within the last 6 months. If the document is older, a new document must be ordered and re-issued. Photocopies, scans or certified copies are not accepted;
- Duly signed valid passport of the non-Swiss parent or a certified copy of the same issued within the last 6 months by a Notary Public or a Court;
- If an original passport is sent, a prepaid, trackable, self-addressed courier bag for the safe return of the passport.

Please note that the above-mentioned documents (except the passport) will be sent to Switzerland for registration and cannot be returned to you.

Civil status certificates issued in a different country will be sent for legalisation and translation to the competent Swiss Embassy or Consulate. In some cases, this process is subject to a fee and can take several weeks. In some cases additional documents may be required.

Where to obtain the documents?

Department of Internal Affairs (DIA)
Births, Deaths and Marriages,
PO Box 10526
Wellington 6143
Website www.bdm.govt.nz
E-mail: bdm.nz@dia.govt.nz
Phone (within New Zealand): 0800 22 77 77 or 0800 22 52 52
Phone (from outside New Zealand): +64 4 463 9362

Where to send the documents?

Embassy of Switzerland
10 Customhouse Quay
P.O. Box 25004
Wellington 6146
New Zealand

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