



REQUEST FOR LEGAL CAPACITY TO MARRY (Marriage preparation in the Philippines)

All foreign nationals will need a certificate of legal capacity to get married or certificate of no impediment to marry before they can contract marriage in the Philippines.

For all questions regarding marriage in the Philippines please contact the Philippine local authority which shall contract the marriage. Information regarding which documents has to be submitted have to be obtained by the spouses at his/her competent local civil registry in charge of the marriage.

In general the following documents are required from the applicants:

The **Swiss* or foreign fiancé/e residing in Switzerland** has to provide copies of the following to this Embassy:

- Certificate of civil status
- Certificate of residence
- Passport

The **Filipino fiancé/e** has to submit the following **original documents plus photocopies** on their application day:

VALID PASSPORT

BIRTH CERTIFICATE* issued by the Philippine Statistics Authority (PSA = formerly National Statistics Authority NSO) on Security Paper (SECPA)

**If birth has been registered late (more than 30 days after the date of birth) submit additional documents legalized by the Department of Foreign Affairs (Red Ribbon) and provide address and phone number of the following issuing authorities:*

- Birth Certificate issued by the Local Civil Registrar's Office
- Original Certificate of Baptism
- Original Grade Card, Transcript of Record or other school certificates

COMMUNITY TAX CERTIFICATE (original) as proof of residence, issued recently

PROOF OF PRESENT CIVIL STATUS:

- SINGLE:**
Certificate of no marriage "CENOMAR" (original), issued by the Philippine Statistics Authority (PSA = formerly NSO) on Security Paper stating the non-appearance of your name in the '*NATIONAL INDICES OF MARRIAGE*', not older than six (6) months from the date of issuance.
- WIDOW / WIDOWER:**
Marriage Contract and **Death Certificate**, issued by the Philippine Statistics Authority (PSA = formerly NSO)
- DISSOLVED/ANNULLED MARRIAGE:**
 - **Annotated Marriage Certificate** issued by the Philippine Statistics Authority (PSA = formerly NSO)
 - **Certified true copy of Court Decision/Order/Decree** and **Certificate of Finality** 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).
(Documents may be translated by any certified translator or you may refer to the list of our recognized translators)

Attention: Divorces for Filipino Nationals do not exist; it is only possible to annul the marriage.

APPOINTMENT: Personal application at the Swiss Embassy Embassy/Representation
Together with the above-mentioned documents, the partner who is residing in the Philippines must fill out and sign **personally** at this Embassy the “**Application for Certificate of Capacity to Marry**” (Form 0-34-B) and the “**Declaration concerning the Marriage Conditions**” (Form 0.35).

Personal appearance is required for the bride or bridegroom who is residing in the Philippines. For submission of the application, **please contact the Embassy to SCHEDULE AN APPOINTMENT.** Appointment will be arranged from Monday to Thursday between 9:00 a.m. to 12:00 noon.

The bride or groom residing in Switzerland or abroad has to organize his/her needed documents to get married and sign the forms personally in Switzerland or at the Swiss representation of his/her country of residence.

The applicants will get the “**fact sheet on married names**” which should be studied carefully.

FEES: An advance payment of **PHP 35'000.00** (covering time-based fee for document processing, costs of legal capacity to marry, transport fee, telephone fees, postal fees, document verification fees) is required upon submission of the documents. It is payable in **Philippine Peso** and in “**cash**” basis only. The Embassy reserves the right to ask for an additional advance payment if needed for the verification. Any remaining balance will be returned to the applicant upon completion of the procedure.

Please note that incomplete documents will not be accepted.

The Embassy shall be verifying the Philippine documents with the local competent authority before legalizing and transmitting them together with the above-mentioned forms filled out and signed by both or one of the partners to the Federal Office of Civil Status in Bern in order to forward them to the authority which will issue the certificate of capacity to marry.

The whole procedure for the application of a legal capacity to marry is approximately **4 to 6 months** provided that the documents are found in order.

REGISTRATION OF MARRIAGE

Swiss nationals as well as foreigners who have a relationship with a Swiss citizen under family law are under an obligation to report events affecting their civil status to the Swiss representation responsible for their place of residence abroad.

In order to register the marriage in Switzerland the following documents have to be submitted to this Embassy after the marriage has taken place in the Philippines:

- Marriage certificate issued by the Philippine Statistics Authority PSA
- Copy of passport of Filipino bride (married name)

You can send documents for the registration of marriage to the Embassy of Switzerland via courier such as LBC. Kindly include pre-paid envelope in order for this Embassy to send back the original documents to you.

IMPORTANT INFORMATION

- List of translators can be found in our official webpage:
<https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html>
- *Swiss Nationals who are registered in the Embassy **MUST** personally visit and lodge their request for the legal capacity to marry together with their partner, and can start their application with their **PASSPORT ONLY**.
- Based on the application for a certificate of capacity to marry and a declaration concerning the marriage conditions, either the commune of origin (when living outside Switzerland) or the commune of residency (when living in Switzerland) is competent to issue this documents and **this certificate should ONLY be sent directly from these Offices to the Embassy accordingly.**
- **Legal Capacity to Marry is only valid for 6 months from the date of issuance** of the certificate.

Contact Information for Civil Status Matters

Mailing Address: Embassy of Switzerland
24th Floor, BDO Equitable Tower
8751 Paseo de Roxas
1226 Makati City

E-mail: man.vertretung@eda.admin.ch

Website: www.eda.admin.ch/manila

Phone Number: 0063 2 845 45 45, then press 2

Fax Number: 0063 2 845 45 39

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