



## Requirements for the Registration of Marriage, Civil Union, Birth, Divorce or Death

This list of required documents is for Swiss and/or South African citizens. Please contact the **Regional Consular Centre (RCC)** in Pretoria or the **Consulate General** in Cape Town if a citizen of a different country is concerned or the event took place outside of South Africa.

**All documents marked with a “\*” must not be older than six months (date of issue) at the time of their submission to the Regional Consular Centre (RCC) or the Consulate General.**

Only **original documents** with seal and signature of the competent Officer of the Department of Home Affairs or the Registrar of The (High) Court in charge can be accepted. They will not be returned to you.

The competent civil registrar authorities in Switzerland can request additional documentation or require an **Apostille**. If the place of origin of the Swiss citizen is situated in the Canton Vaud (VD) or Zurich (ZH), an Apostille is required for all documents marked with a “\*”. The process to obtain an Apostille is described on the [website](#) of the Department of International Relations and Cooperation (DIRCO).

If sending documents by mail: Please include a **cover letter** mentioning your personal and contact details. It is recommended to use a private courier company.

### Marriage or Civil Union

### Issued/Delivered by

<input type="checkbox"/> Marriage: <b>Unabridged Marriage Certificate*</b> Civil Union: <b>Unabridged Civil Union Certificate*</b>	Home Affairs
<input type="checkbox"/> <b>Unabridged Birth Certificate*</b> of South African spouse	Home Affairs
<input type="checkbox"/> <b>Photocopy of Passport or ID</b> of South African spouse, indicating surname after marriage	Home Affairs
<input type="checkbox"/> <b>Swiss Passport or ID Card</b> of Swiss citizen	RCC / Consulate
<input type="checkbox"/> If the Swiss citizen is a dual citizen: <b>photocopy of South African Passport or ID</b> , indicating surname after marriage	Home Affairs
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) or registration through the <a href="#">online desk</a>	RCC / Consulate

*If the South African spouse has been previously married:*

<input type="checkbox"/> <b>Final Order of Divorce*</b> of the South African spouse	High Court
<input type="checkbox"/> <b>Death Certificate*</b> (abridged version accepted) of the previous spouse of the South African spouse	Home Affairs

If the surname after marriage of the Swiss citizen is neither clearly indicated on the marriage certificate nor on any other official document, a **Declaration of Name** can be requested by the authorities of Switzerland. This Declaration of Name has to be completed and signed by both spouses at the competent Swiss representation.

### Birth – if parents of child are married

### Issued/Delivered by

<input type="checkbox"/> <b>Unabridged Birth Certificate*</b> of child with surname and name of both parents	Home Affairs
<input type="checkbox"/> <b>Photocopy of South African Passport</b> of child, if available	Home Affairs
<input type="checkbox"/> <b>Photocopy of Swiss Passport or ID Card</b> of Swiss parent	RCC / Consulate
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) or registration through the <a href="#">online desk</a>	RCC / Consulate

**Birth – if parents of child are not married****Issued/Delivered by**

<input type="checkbox"/> <b>Birth Certificate*</b> of child with surname and name of both parents The acknowledgement of paternity has to be mentioned on the unabridged birth certificate of the child.	Home Affairs
<input type="checkbox"/> <b>Unabridged Birth Certificate*</b> of South African parent	Home Affairs
<input type="checkbox"/> <b>Certificate of actual marital status*</b> of South African parent	Head Office of Home Affairs, Pretoria
<input type="checkbox"/> <b>Sworn affidavit*</b> from the mother, stating her residential address at the time of the child's birth	Commissioner of Oaths
<input type="checkbox"/> <b>Sworn affidavit*</b> from the father, stating that he is the biological parent of the child and his residential address at the time of the child's birth	Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy of South African Passport</b> of child, if available	Home Affairs
<input type="checkbox"/> <b>Photocopy of Passport or ID</b> of South African parent	Home Affairs
<input type="checkbox"/> <b>Photocopy Swiss Passport or Identity Card</b> of Swiss parent	RCC / Consulate
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) or registration through the <a href="#">online desk</a>	RCC / Consulate

*If the South African parent has previously been married:*

<input type="checkbox"/> <b>Final Order of Divorce*</b> of the South African parent	High Court
<input type="checkbox"/> <b>Death Certificate*</b> (abridged version accepted) of the previous spouse of the South African parent	Home Affairs

**Adoption****Issued/Delivered by**

<input type="checkbox"/> <b>Order of Adoption: Regulation 21*</b>	Registrar of the competent court
<input type="checkbox"/> <b>Unabridged Birth Certificate*</b> <u>issued before the adoption</u> with the mention of the surname of child and names of parents <u>before</u> adoption.	Home Affairs
<input type="checkbox"/> <b>Unabridged Birth Certificate*</b> <u>issued after the adoption</u> with the mention of the new surname of the child and names of adoptive parents.	Home Affairs
<input type="checkbox"/> <b>Photocopy of South African Passport</b> of child	Home Affairs
<input type="checkbox"/> <b>Photocopy of Passport or ID</b> of both parents	Home Affairs

**Divorce****Issued/Delivered by**

<input type="checkbox"/> <b>Final Order of Divorce*</b>	High Court
<input type="checkbox"/> If the Swiss citizen is a dual citizen and has changed the surname after the divorce: <b>photocopy of South African Passport or ID</b> indicating surname after divorce	Home Affairs
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) or registration through the <a href="#">online desk</a>	RCC / Consulate

*If the divorced couple has minor children:*

<input type="checkbox"/> <b>Final sentence*</b> mentioning the holder of the parental authority regarding minor children	High Court
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If the Swiss citizen is not a dual national and intends on changing the surname after the divorce, a **Declaration of Name** can be completed and signed at the competent Swiss representation.

**Death****Issued/Delivered by**

<input type="checkbox"/> <b>Death Certificate*</b> (abridged version accepted)	Home Affairs
<input type="checkbox"/> <b>Swiss passport and ID-card</b> for cancellation	RCC / Consulate