



After your marriage performed in Bangladesh: entry in the Swiss civil status register

09.02.2022

Documents to submit

Muslim marriage:

- Nikah Nama (in Bangla and in English)
- Marriage Certificate (in English)
- Proof of change of religion (conversion) issued by a recognized Moulana / Imam (the names and full addresses of at least two witnesses must be mentioned on the document) → An affidavit of conversion is not sufficient, and will not be accepted by this Embassy.

Hindu, Buddhist or Christian marriage:

- Official Certificate issued by the Priest (Christian), Monk (Buddhist) or Purohit (Hindu) or affidavit issued by the "Court for Marriages"
→ Bride and groom must inform/confirm the Embassy about their chosen family name after the marriage.
- copy of the valid passport

For spouses/partners (male or female) who are not Swiss citizens:

- Full Birth Certificate or Extract from the Birth Register

The birth certificate must be issued by the competent local authorities of the place of birth. Date of registration, volume, page, and serial number of the register have to be mentioned on the certificate or extract. The document must not be older than six months and issued on official letterhead paper normally used by the competent local authority i.e. Chairman of Union Parishad (Union Council) or Ward Commissioner, or Municipal Committee / Municipal Corporation.

Note: For late registrations, additional documents may be requested.

- Unmarried Certificate / Marital Status Certificate from Bangladesh

This document must not be older than six months, and must be issued by the competent local authority (Chairman of Union Parishad, or Ward Commissioner, or Municipal Committee, or Municipal Corporation) of the birthplace or that of the latest residence of the applicant in Bangladesh. It should mention the applicant's civil status (single/divorced/widowed) till the date of the marriage.

→ An affidavit alone is not sufficient, and will not be accepted by the Embassy.

- Nationality Certificate: The document must be issued by the competent local authority
- Domicile Certificate: The document must be issued by the competent local authority
- Copy of passport of all concerned persons
- Hand-drawn map of the home address of the person residing in Bangladesh

Divorce Documents (only if a former marriage was divorced)

The following papers, issued by the competent authorities, are part of a unilateral divorce procedure:

- Original Nikah Nama of former marriage (in Bangla)
- Original Notice of Divorce (in English)
- Original Arbitration (in Bangla & English)
- Original Talak Nama (in Bangla & English), also called Talak-E-Tofweez
- Divorce Certificate (in English)
- Marital Status Certificate (for the period between divorce and new marriage)

The following papers, issued by the competent authorities, are part of a mutual divorce procedure:

- Original Nikah Nama of former marriage (in Bangla)
- Divorce Certificate (in English)
- Affidavit, signed by ex-husband and ex-wife
- Marital Status Certificate (for the period between divorce and new marriage)

Please submit in addition two copies of all the above-mentioned documents.

The original documents are submitted to the civil status authority concerned in Switzerland and must not be older than six months. They will not be returned. Photocopies are not accepted. Additional documents may be required if necessary.

Translation

Documents that are not in English must be translated.

Thorough verification

Usually the competent authority in Switzerland will ask for a verification of the civil status documents from Bangladesh. In order to win time, the verification process may be started immediately, once the documents are handed in at the Embassy and an advance payment for the costs of the verification is being paid to the Embassy. To this end, a declaration form concerning the voluntary verification of foreign civil status documents needs to be signed during the appointment at the Swiss Embassy. Please note that the process can take several months.

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

Fees

Entry of the marriage/partnership in the Swiss civil status register is free of charge.

The thorough verification may cause cost up to BDT 60'000. In case the concerned person agrees, in order to win time, the verification process may be started immediately, once the documents are handed in at the Embassy and an advance payment for the costs of the verification is being paid to the Embassy

Appointment

To schedule an appointment, send an e-mail with a scan of your documents to dhaka@eda.admin.ch.

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