



Birth of a child in Ethiopia to parents married to each other: entry in the Swiss civil status register

September 2022

Documents to submit

- original birth certificate** of your child (*issued by the Vital Events Registration Agency*) / *Baptism certificates are not accepted*
- foreign passport or ID of the child**, if already existing
- letter regarding the name of the child** (Ethiopian birth certificates contain the following names: "Given name, father's name, grandfather's name". The Swiss authorities register the name in Switzerland according to the birth certificate. Kindly submit a letter should you not agree with this use of name).
- if you have a Swiss family certificate (formerly family record book) and you would like to have it updated, please submit that too, in the original, to your representation.
- declaration form concerning voluntary verification of foreign civil status documents, duly dated and signed

All documents must be submitted as **originals** upon appointment and should not be older than six months. Photocopies are not accepted. Certificates issued once only (e.g. birth certificate) will be returned after the verification. Additional documents may be required if necessary. Please e-mail or call the consular section of the Embassy to arrange an appointment.

Translation

All documents written in Amharic, Oromia or Tigrinya need to be translated into German, French, Italian or English by one of the Embassy's officially recognized translation offices (see list [here](#)).

Make sure the information on the documents is correct. Names in Amharic, Oromia, Tigrinya and English have to be written the same way on each document, including the passport.

Legalisation

All foreign civil status documents and court decisions must be legalised before being submitted to the Swiss representation by the

**Ethiopian Ministry of Foreign Affairs
Addis Ababa**

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:

- declaration form concerning voluntary verification of foreign civil status documents, duly dated and signed
- advance on the cost of your request for a thorough verification by a law firm approved by the Swiss representation

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 birth in the Swiss civil status register is free of charge.

The costs resulting from the thorough verification of foreign civil status documents ranges between **CHF 120.00 – CHF 700.00** depending on the amount of documents and the region where the documents were issued. This fees have to be paid via an advance at the time of submission in ETB in cash.

A definitive statement of the actual costs will be drawn up at the end of this process.

Further information

The Embassy of Switzerland and the cantonal civil status authorities reserve the right to request further documents