



## GHANA Marriage in Ghana

December 2023

### Documents to be submitted

- Certificate of Marriage (typed true certified copy in original of an ordinance/civil marriage)
- Certified Copy of Entry in Register of Birth of the partner in Ghana (extract in original not older than 6 months, issued on the basis of the early/first registration usually done shortly after birth. Please do not make a new registration, as that would be legally invalid)
- Baptism certificate or any other birth related evidence of the partner in Ghana (weighing card, child health records, etc.)
- Copy of the valid passport of the partner in Ghana
- Copy of the valid passport of the partner in Switzerland
- If applicable, copy of the valid resident permit of the partner in Switzerland

In case the partner in Ghana has **never been married before**:

- Statutory declaration regarding civil / marital status and residence before the present marriage, done by the Head of family of the partner (usually biological father or mother) at a notary public/law firm and legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>). The declarant must present an identity document (with photo and signature – equal passport/identity card) when the declaration is being done. A copy of the identity document must be added to the statutory declaration. The statutory declaration must not be older than 6 months

In case of **previous marriage** of the partner in Ghana:

- Divorcee: Judgment of divorce (true certified copy) issued by the Court
- Widow / Widower: Certified Copy of Entry in Register of Death (extract in original) of deceased spouse
- Statutory declaration regarding residence before the present marriage, done by the Head of family of the partner (usually biological father or mother) at a notary public/law firm and legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>). The declarant must present an identity document (with photo and signature – equal passport/identity card) when the declaration is being done. A copy of the identity document must be added to the statutory declaration. The statutory declaration must not be older than 6 months

In case of **name change through marriage**:

- Statutory declaration regarding name change of the partner done at a notary public/law firm and legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>). The declarant must present an identity document (with photo and signature – equal passport/identity card) when the declaration is being done. A copy of the identity document must be added to the statutory declaration. The statutory declaration must not be older than 6 months
- Publication in the Gazette (original)
- New and old Ghanaian passports

Otherwise please confirm via e-mail ([accra@eda.admin.ch](mailto:accra@eda.admin.ch)) to the Embassy that you and your partner did not change your name through this marriage.

If the spouse resides in Ghana and wishes to take up **residence with the partner in Switzerland**:

- 3 x [National visa applications](#)
- 4 x passport photos on white background
- 3 x copies of valid passport
- Criminal record check and 2 photocopies
- Proof of language competency (A1) of the language spoken at the future place of residence in Switzerland. As the verification, legalization, transmission and registration in Switzerland might take up to 6 months from the moment when original documents are presented at our counter in Accra, please look for a school in Ghana or online that offers language courses of the language spoken at the future place of residence in Switzerland. For more information, please click [here](#)

Embassy of Switzerland for Ghana, Benin and Togo

Hilla Limann Hwy/ King Tackie Avenue

corner of Kenneth Kaunda Rd

P.O. Box 359 GPO

North Ridge, Accra (Ghana)

Phone.: +233 30 222 81 25

[accra@eda.admin.ch](mailto:accra@eda.admin.ch)

[www.eda.admin.ch/accra](http://www.eda.admin.ch/accra)

## 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:

- [Questionnaire adult](#) and one passport photo (with white background)
- [Questionnaire for the person residing in Switzerland / Swiss person](#)

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.

## Translation

Documents that are not in a Swiss national language or in English must be translated.

## Information

Please send the all the requested documents as a **scan in PDF format (good quality)** by e-mail to the Embassy of Switzerland in Accra at [accra@eda.admin.ch](mailto:accra@eda.admin.ch). After our check, you will be asked to submit the original documents (except your passport) to the Embassy of Switzerland in Accra.

After verification of the documents through our lawyer, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

## Fees

The entry of a marriage in the Swiss civil status register is free of charge.

The cost of the procedure including the verification of the documents through the lawyer, the legalization and the transmission of the documents and the [ev. visa fee](#) will be communicated after the submission via e-mail of the documents in PDF format. The fees have to be paid at the Embassy during the submission of the original documents.

Total fees to be paid are between GHS 3'000 and GHS 9'000. As mentioned, they include the lawyer's verification fee which varies depending on the region where the documents have been issued and the region where the investigator will have to travel to in order to proceed with the interviews and varies depending on the number of documents to be verified.

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