



## Birth of a child in Greece to parents who are not married: Entry in the Swiss civil status register

12.05.2022

### Documents to submit

- Original act of recognition, issued by a notary  
(Πρωτότυπο έντυπο αναγνώρισης από συμβολαιογράφο)
- Birth certificate of the child with registration of the recognition and mentioning the child's first name, legalised by the civil registry office  
(Ληξιαρχική πράξη γεννήσεως του παιδιού που αναφέρει την αναγνώριση και το όνομα του παιδιού, φωτοαντίγραφο επικυρωμένο από το ληξιαρχείο)

**For the foreign parent who is not yet registered in the Swiss civil status register, please submit the following documents:**

- Legalised copy of the birth certificate, issued by the civil registry office  
(Ληξιαρχική πράξη γεννήσεως, φωτοαντίγραφο επικυρωμένο από το ληξιαρχείο)
- Original civil status record at the time of your child's birth:
  - a) Original family certificate  
(Πιστοποιητικό οικογενειακής κατάστασης σε πρωτότυπο)
  - b) In case of the divorce or dissolution of registered partnership, please refer to the "Divorce" information sheet on our representation's website
  - c) In case of the death of the spouse of the foreign parent, please refer to the "Death" information sheet on our representation's website
- copy of passport or identity card

The original documents are submitted to the competent civil status authority in Switzerland and must not be older than six months. They can be returned on written request only prior to being sent to Switzerland.

**Important:** Photocopies and coloured scans legalised by a lawyer or another authority are not accepted. By request of the competent authorities in Switzerland, additional documents may be required, if necessary.

### Legalisation (Apostille)

All foreign documents must bear the Apostille (Σφραγίδα της Χάγης) which is issued by the competent Greek decentralised administration. These administrations can be found:

[https://en.wikipedia.org/wiki/Decentralized\\_administrations\\_of\\_Greece](https://en.wikipedia.org/wiki/Decentralized_administrations_of_Greece)

## Translation

After the Apostille has been issued, the document must be translated into an official Swiss language (German, French or Italian) by a translator of the Hellenic Ministry of Foreign Affairs or by a certified translator of your choice based on the ELOT-Hellenic Standard (the standardised transcription of Greek into Latin characters applied by the Greek authorities).

It should be noted that translations made electronically by authorised translators of the Hellenic Ministry of Foreign Affairs via <https://www.mfa.gr/ypiresies-gia-ton-politi/metafrastiki-ypiresia/i-metaphrastiki-ypiresia.html> are accepted by Decision No 4781/2021 of the Ministry. These translations do not longer have a handwritten signature, but mention a digital code on the header of the page.

## Fees

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

## Further information

- All original documents must be accompanied by a photocopy.
- The documents must be sent by registered mail or by courier service in order to prevent any loss.
- The registration takes about 2-3 months, depending on the canton.