



Birth of a child in Latvia to parents who are not married: entry in the Swiss civil status register

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Documents to submit

- Birth certificate*** of the child including parents' information (Dzimšanas apliecība)
- Confirmation of acknowledgment of paternity*** (Izziņa par dzimšanas reģistrāciju)
- Copy of the foreign passport of the child, if already existing
- Copies of both parents' passports (pages with personal data and signature)

For the Latvian parent who is not yet registered in the Swiss civil status register:

- Birth certificate*** including parents' information (Dzimšanas apliecība) or Reference about the birth* (Izziņa par dzimšanas reģistrāciju)
- Certificate*** (Izziņa) regarding **civil status** (single, divorced, widowed) and **residence** at the time of the child's birth.
 - If divorced, additionally a divorce certificate* with legal effect note (Laulības šķiršanas apliecība respectively Izraksts no tiesas sprieduma).
 - If widowed, additionally the death certificate* (Miršanas apliecība) of the previous spouse.
- Certificates regarding **changes of first and surnames*** (Lēmums par personas vārda un/vai uzvārda maiņu) in case they were ever changed. These certificates must contain the note regarding legal effect.

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 a Swiss national language or in English must be accompanied by a **notarized translation** (in German, French or Italian).

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Legalisation

All **Latvian civil status documents (marked with *)** must be legalised with an apostille before being submitted to the Regional Consular Centre in Stockholm.

In Latvia, the notaries (Council of Sworn Notaries of Latvia, www.latvijasnotars.lv) issue apostilles.

Fees

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

Further information

If civil status documents do not come from Latvia or Switzerland, please contact the Regional Consular Centre in Stockholm beforehand. Depending on the origin of the documents, different regulations apply and the processing can take more time.

Please be informed that civil status affairs have to be registered chronologically in the Swiss Civil Registry.

All submitted documents and certificates will be verified and sent to the competent authorities in Switzerland for registration in the Swiss Civil Register. A delay of **at least two months** is to be expected until the birth is registered. After this period, the civil status office responsible for the Swiss national's place of origin can provide information on the status of the registration and issue certificates (such as family certificate or confirmation of birth) upon request. The Regional Consular Centre informs the involved person by email, as soon as the civil status authorities decided about the inscription in the Register.

Only after the completed registration of birth in the Swiss Civil Register, an application for a Swiss passport and/or Identity card may be submitted. The parents may file such an application through the website www.schweizerpass.ch (Passport and identity card for Swiss citizens living abroad > online application).

Where to obtain the documents

Birth certificate (Dzimšanas apliecība) and Reference about the birth (Izziņa par dzimšanas reģistrāciju)
→ Online (<https://latvija.lv/>) or at the civil status office (Pašvaldību) at the place of birth

Confirmation of acknowledgment of paternity (Izziņa par dzimšanas reģistrāciju)
→ Registry Office (dzimtsarakstu nodaļa)

Civil status certificate (Izziņa), residence certificate (Izziņa)
→ Office of Citizenship and Migration Affairs (Pilsonības un migrācijas lietu pārvalde)

Notarial divorce (Laulības šķiršanas apliecība)
→ Sworn notary (zvērinātu notāru)

Judicial divorce (Izraksts no tiesas sprieduma)
→ District or city court (Rajona (pilsētas) tiesa) of the declared place of residence

Certificates regarding changes of first and surnames (Lēmums par personas vārda un/vai uzvārda maiņu) with note regarding legal effect
→ Ministry of Justice (Tieslietu ministrija)

Death certificate (Miršanas apliecība)
→ Online (<https://latvija.lv/>) or at the civil status office (Pašvaldību) at the place of death

Should you have any questions, please do not hesitate to contact the Regional Consular Centre in Stockholm by e-mail or telephone.