



Marriage to be performed in Switzerland

September 2022

Documents to submit in person to your Swiss representation

The civil status offices in Switzerland are responsible for questions regarding marriages. The partner living in Switzerland should therefore contact the civil status office responsible for the place of marriage for information about the process.

For the Malaysian partner as well as for the Swiss national living in Malaysia, the process is as follows:

The Swiss partner living in Switzerland enquires at the civil registry office of his/her place of residence about the necessary documents and submits his/her documents there.

For Swiss citizens living in Malaysia

- Copy of **passport**
- Civil status certificate**, not older than six months
 - The document may be ordered from the civil status office at the place of origin.
- Certificate of residence**, not older than six months
 - For Swiss nationals registered with this Regional Consular Center, a certificate of nationality and registration will be issued by this representation.

For the Malaysian partner

- Copy of the form „Application for preparatory procedure for marriage“ filled in by the partner living in Switzerland**
 - This is required, in case the partner who lives in Switzerland is not present and serves to declare the exact personal data, nationality/place of origin and address of the absent partner, as well as the chosen place of marriage.
- Malaysian passport**
- New **extract of the birth certificate**, not older than six months, issued by the “National Registration Department of Malaysia”
- Legalized copy of the **Malaysian identity card**
- Certificate of civil status** (“single”, “divorced” or “widow”), not older than six months
 - Malaysian citizens obtain such document by the “National Registration Department of Malaysia”
 - Malaysian citizens of Muslim faith obtain instead a statutory declaration through a Muslim “Commissioner of Oaths”
 - If divorced, additionally the **divorce decree** (*Decree Nisi Absolute*) or **certificate of divorce**
 - If widowed, additionally the **death certificate** of the previous spouse
- Certificates regarding changes of first and surnames** in case they were ever changed

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For common children

- New **extract of the birth certificate** of the child, not older than six months, issued by the “National Registration Department of Malaysia”
 - If the Swiss father’s information is mentioned on the certificate, no separate acknowledgment of paternity is required.
- Foreign passport**, if already existing

The Malaysian documents and certificates must be submitted as originals and in person during [counter opening hours](#) (with prior [appointment](#)). Certificates issued once only (e.g. birth certificate) will be returned immediately.

Translation

The documents which are not already bilingual (Malaysian/English) require a **translation** into English, German, French or Italian by a translation office approved by the Ministry of Foreign Affairs.

Legalisation

All documents from Malaysia and their translations must be **legalized by the Ministry of Foreign Affairs of Malaysia** before being submitted to the Regional Consular Center in Bangkok:

<https://www.kln.gov.my/>

Fees

Fees of approx. **CHF 305.00** as well as **CHF 40.00** for the certificate of residence for Swiss abroad have to be paid in cash and **THB** when submitting the documents. Such fees are governed by the Ordinance on the Fees charged by the Federal Department of Foreign Affairs (FeeO FDFA) as well as by the Ordinance on the Fees in civil status affairs (ZStGV).

The following **forms** have to be completed during the personal visit:

- Application for preparatory procedure for marriage
- Declaration concerning pre-conditions for entering into marriage.

Further information

The Swiss fiancé must submit his application in person at the civil status office responsible for his place of residence in Switzerland. Swiss abroad who live neither in Switzerland nor in Malaysia must contact the Swiss representation at their place of residence abroad.

Civil status offices in Switzerland or the Swiss representation can provide information on the choices of family names after marriage.

The cantonal civil status authorities can request further documents as needed.

Processing time

All submitted documents and certificates will be sent by the Regional Consular Center to the designated civil status office. The processing time can take **up to two months**. The Swiss resp. the fiancé who lives in Switzerland can contact the designated civil status office after this period to know about the status of the process.

After the marriage in Switzerland

Swiss nationals who are registered with the Regional Consular Center are requested to send a **copy of the marriage certificate** to this representation by e-mail, in order to update the Register of the Swiss abroad.

Changes in civil status which have taken place abroad are generally to be reported to the countries of origin of the partners. **After the marriage, please contact the representation of Malaysia in Switzerland to register the marriage in Malaysia**