



Birth of a child in the Philippines to unmarried parents: entry in the Swiss civil status register

March 2022

Documents to submit

The following documents must submit in **original** form with one photocopy:

- Birth certificate*** issued by the Philippine Statistics Authority (PSA), with apostille from the Department of Foreign Affairs (DFA), not older than six months
- Admission of Paternity / Affidavit of Paternity / Affidavit to use the surname of the father**, certified true copy from the local civil registry office
- Valid foreign passport** of the child, if available
- Filled out Information Sheet**

**If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- Birth Certificate issued by the Local Civil Registrar's Office
- Original Certificate of Baptism/Dedication
- Original Grade Card, Transcript of Record or other school certificates

From the Swiss parent:

- Passport copy**
- Copy of family certificate or certificate of civil status**

From the Filipino parent:

- Valid passport**
- Birth Certificate*** issued by the Philippine Statistics Authority (PSA), with apostille from the Department of Foreign Affairs (DFA), not older than six months

**If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- Birth Certificate issued by the Local Civil Registrar's Office
- Original Certificate of Baptism
- Original Grade Card, Transcript of Record or other school certificates

- Certificate of civil status**, not older than six months

Single:

- Certificate of no marriage "CENOMAR"** issued by the PSA, with apostille from the DFA

Widowed:

- Certificate of Advisory on Marriages "CEMAR"** issued by the PSA, with apostille from the DFA
- Death Certificate** of former spouse, issued by the PSA, with apostille from the DFA

Divorced/annulled marriage:

- Certificate of Advisory on Marriages "CEMAR"** issued by the PSA, with apostille from the DFA
- Annotated Marriage Certificate** issued by the PSA, with apostille from the DFA

- **Certified true copy of Court Decision/Order/Decree** and **Certificate of Finality** of the annulment/recognition of foreign divorce of marriage, with apostille from the DFA and translated into any Swiss Language (German, French or Italian).

The original documents will be sent to the civil status authority concerned in Switzerland and 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 translated.

Thorough verification

The Embassy will verify the Philippine documents with the local competent authority before legalizing them and transmitting them to the competent civil status office in Switzerland.

Depending on the result of the expertise or on the requirements of the competent authorities in Switzerland, the Embassy may require additional verification through an external service and request additional documents and fees.

The processing time for the authentication of the documents is about 3 to 4 months minimum.

Fees

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

Further information

- *Under the Family Code (Articles 164 and 167), children are considered legitimate if conceived or born during the valid marriage*
Article 164. *Children conceived or born during the marriage of the parents are legitimate.*
Article 167. *The child shall be considered legitimate although the mother may have declared against its legitimacy or may have been sentenced as an adulteress.*
- Please note that incomplete documents will not be accepted.
- Personal appearance is not required. You may send documents to The Embassy of Switzerland via courier (for example, LBC).
- List of translators can be found on our official webpage:
<https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html>

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