



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

01.05.2022

Documents to submit

- original birth certificate of your child on international form CIEC issued by the civil status office of the place of birth (**Izvod iz matične knjige rođenih, iz mesta rođenja, na međunarodnom obrascu CIEC**).
- protocole of recognition of paternity with the exact date of recognition (**Zapisnik o priznavanja deteta u matičnu knjigu rođenih, izdato od matične službe mesta rođenja sa tačnim datumom priznavanja očinstva**), issued by the civil status office of the child's place of birth, with apostille and with translation.
- copy of the child's foreign passport, if he already has one.
- copies of both parents' passports.
- parents' address of residence.

For the parent of Serbian/Montenegrin nationality not yet registered in the Swiss civil status register:

- Extract from the birth certificate drawn up on the international CIEC form by the civil registry office of the place of birth (**Izvod iz matične knjige rođenih, iz mesta rođenja, na međunarodnom obrascu CIEC**).
- Certificate of nationality (**Uverenje o državljanstvu**), with Apostille and with translation.
- Certificate of residence (**Potvrda o prebalištvu**), with Apostille and translation.
- Valid passport copy.
- Civil status certificate (**Uverenje sa podacima o svim upisanim činjenicama u matičnoj knjizi rođenih (ev. Upisi braka, razvoda, promene prezimena i sl.)** issued on the basis of the birth register, with Apostille and with translation.
 - If divorced: Copy of the divorce decree with the date of entry into force (**pravosnažna presuda o razvodu**), issued by the court which pronounced the divorce, with Apostille and with translation.
 - If widowed: death certificate drawn up on the international CIEC form (**Izvod iz matične knjige umrlih prethodnog supružnika, na međunarodnom obrascu**).
- If change of name before marriage: copy of the judgment concerning the change of name (**Pravosnažno rešenje o promeni prezimena**), issued by the authority that pronounced the change of name, with Apostille and with translation.
- If a minor: authorisation from the court/social centre to conclude a marriage (**sudsko rešenje kojim se dožvoljava sklapanja braka**), with Apostille and with translation.
- If the foreign parent has a nationality other than Serbian/Montenegrin, please inform the representation so that it can inform you of the documents to be produced.

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.

See reverse side →

Translation

All civil status documents written in the local language must be translated into an official Swiss language or into English.

Multilingual documents written on the CIEC international form do not need to be translated.

Legalisation

Multilingual documents written on the CIEC international form do not require the apostille.

All other documents must be provided with the apostille before being translated and delivered to the representation.

The apostille is issued by the Serbian/Montenegrin municipal court competent for the place of issue of the original document (The Hague Convention dated 5th October 1961)

Fees

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

Delivery of documents

To make an appointment please send an e-mail with a scanned copy of the passport of the person who will be submitting the file to: belgrade@eda.admin.ch .

If the documents are submitted by a third party, a notarised power of attorney is required.

It is also possible to send all documents by post. If the documents are incomplete or contain errors, the embassy will not process them and all documents will be returned to you.

Further information and application for Swiss identity documents

A minimum period of two months should be allowed for the registration of births. The civil status office competent for the child's place of origin will provide information on the registration status after this period has expired and will issue official confirmations on request (e.g. confirmation of birth).

Once the birth has been registered in the civil status register, the parents can order a Swiss passport/or an identity card via the website: www.swisspassport.ch .

<https://www.fedpol.admin.ch/fedpol/en/home/pass---identitaetskarte/pass/auslandschweizer.html>

If the Swiss parent is not registered with this embassy as a Swiss citizen abroad and the child will live in Serbia/Montenegro, the child must be registered as a Swiss citizen abroad. In this case, the registration form signed by both parents must also be submitted.

A Swiss identity document can only be ordered after the child's birth registration in the civil status register or upon confirmation of the child's Swiss nationality.